

Qualification Pack



Editor

QP Code: MES/Q1401

Version: 3.0

NSQF Level: 4

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Qualification Pack

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MES/Q1401: Editor

Brief Job Description

Individuals at this job need to understand, cut/ re-cut, assemble and merge production raw material (such as footage, music, sound and images) into a sequential final output suitable for broadcasting

Personal Attributes

This job requires the individual to be well-versed with editing conventions and techniques such as sorting, assembling, parallel editing, splicing and joining, merging and synchronizing picture/sound. The individual must be able to prepare the final output using editing software such as Avid, Final Cut Pro, After Effects, Adobe Premiere and sound cleaning software

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N3501: Understand requirements and plan workflow](#)
2. [MES/N3502: Manage Equipment & Material](#)
3. [MES/N1403: Edit The Production](#)
4. [MES/N0104: Maintain Workplace Health & Safety](#)
5. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Advertising
Occupation	Editing
Country	India
NSQF Level	4
Credits	15
Aligned to NCO/ISCO/ISIC Code	NCO 2015- 2641.0300

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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	12th Class
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	3.0
Reference code on NQR	2022/ME/MESC/06897
NQR Version	3.0

Remarks:

Next Review Date 25/01/2027

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MES/N3501: Understand requirements and plan workflow

Description

This OS unit is about understanding the post-production requirements and planning the process and workflow

Elements and Performance Criteria

Understanding requirements for post-production

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

- PC1.** understand the creative and technical requirements and expectations in terms of quality of deliverables and timelines, as necessary to the role

Planning the process for post-production

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

- PC2.** determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow, as per role key processes could include computer-generated effects, colour grading, digital intermediate, screen conversion, rendering, rotoscoping, keying, match-moving and compositing

Preparing and finalising effort estimates and work plan

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

- PC3.** translate, or support senior personnel in translating, expectations into effort estimates for each process
- PC4.** prepare a work plan, for oneself or other team members if appropriate, keeping in mind the impact on the production budget, timelines and technical viability

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** production vision, objectives, expected output, distribution/exhibition channels
- KU2.** post-production objectives, expected outcomes and quality standards
- KU3.** the technical, budget and time constraints applicable
- KU4.** established data management and work flow systems
- KU5.** how to maintain quality control as production scales
- KU6.** post-production techniques that would apply to the current production, as per role
- KU7.** the relevant equipment and software required e.g. Silhouette, Nuke, Fusion, Combustion, Shake Premier, PF track, After Effects, Renderman, Quantel, Smoke, Flame, Avid, 3DS Max and FCP
- KU8.** how to translate script requirements and post-production objectives into a schedule that could cover the workflow, key activities, deliverables and timelines, as appropriate to the role
- KU9.** the implications of each activity on time, materials, equipment, manpower and budget, as appropriate to the role

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- KU10.** the impact of each activity on the ones own, or the wider teams, process workflow
- KU11.** how to estimate the cost and time it would take, keeping in mind the intended visual style
- KU12.** domestic and international post-production best practices prevalent in the industry
- KU13.** applicable copyright norms and intellectual property rights
- KU14.** applicable health and safety guidelines

Generic Skills (GS)

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

- GS1.** document post-production requirements that can serve as a reference document for circulation to the team
- GS2.** document decisions on the processes involved and techniques to be used with reasons thereof
- GS3.** document the project work-plan including the key deliverables, resources involved and timelines, as required in the role
- GS4.** document dos and donts for different machines and software for reference of the team
- GS5.** document other areas (e.g. requirements of the target audience, market, end-product, reference links and videos) that may be relevant for the team
- GS6.** read and understand the script and determine requirements, as per role
- GS7.** read and research about emerging techniques in post-production
- GS8.** read user manuals for equipment and software
- GS9.** read about the tastes and preferences of the target audience and the market where the end-product intends to be distributed
- GS10.** understand the creative vision of the director and producer, and resolve any issues, as necessary to the role
- GS11.** communicate with team members, relay instructions, collaborate and resolve issues with members of the post-production team handling different aspects/processes to determine the effort involved for the activities that would need to be performed (supervisor)
- GS12.** plan the activities, workflow, resourcing and timelines in accordance to the creative and technical requirements
- GS13.** create post-production schedules, for oneself or the wider team
- GS14.** use time management techniques so that the scheduled time is not exceeded
- GS15.** manage and enforce deadlines successfully--on time
- GS16.** work well in a fast-paced environment
- GS17.** identify any issues that may arise during post-production and find solutions to address them
- GS18.** have a keen eye for detail and maintain an aesthetic sense towards colour grading, vfx components and software capabilities of the final output
- GS19.** envision the impact of selecting a particular technique/activity on the budget, resourcing and timelines
- GS20.** appraise the quality of the raw footage gathered to ensure it is in line with the post-production requirements and quality standards
- GS21.** manage decision on suitable course of action



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GS22. check that the medium finalized/selected meets project/customer requirements

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding requirements for post-production</i>	15	15	-	-
PC1. understand the creative and technical requirements and expectations in terms of quality of deliverables and timelines, as necessary to the role	15	15	-	-
<i>Planning the process for post-production</i>	15	15	-	-
PC2. determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow, as per role key processes could include computer-generated effects, colour grading, digital intermediate, screen conversion, rendering, rotoscoping, keying, match-moving and compositing	15	15	-	-
<i>Preparing and finalising effort estimates and work plan</i>	20	20	-	-
PC3. translate, or support senior personnel in translating, expectations into effort estimates for each process	10	10	-	-
PC4. prepare a work plan, for oneself or other team members if appropriate, keeping in mind the impact on the production budget, timelines and technical viability	10	10	-	-
NOS Total	50	50	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3501
NOS Name	Understand requirements and plan workflow
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Advertising
Occupation	VFX and DI
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	21/11/2014
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

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MES/N3502: Manage Equipment & Material

Description

This OS unit is about managing equipment and material throughout the post-production process

Elements and Performance Criteria

Preparing materials and equipment for the post production process

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

- PC1.** gather raw footage/material and select, or assist in selecting, relevant material that can be used for post-production
- PC2.** ingest, or support in ingesting, the footage and keep the material ready for the post-production process

Managing interim work-products during post-production

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

- PC3.** ensure that back-ups for interim work-products are saved in the appropriate file formats, and take responsibility/manage others interim work-products as relevant to the role

Ensuring work-products are distribution/exhibition ready as per technical specifications

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

- PC4.** ensure, or supervise others in ensuring, that final work-products are prepared in appropriate file formats (such as mp4, avi, wmv, mpg and mov), appropriate mediums (such as DVD, film, tape and digital), and are compatible with intended distribution/exhibition mediums
- PC5.** clear logs/data and keep the software and equipment ready for future use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the purpose and intended use of the end-product
- KU2.** the creative and technical specifications of the work-product, including the quality standards expected of the final output
- KU3.** the intended distribution/exhibition mediums for the production
- KU4.** established data management and work flow systems
- KU5.** how to maintain quality control as production scales
- KU6.** how to work on relevant equipment and software e.g. Silhouette, Nuke, Fusion, Combustion, Shake Premier, PF track, After Effects, Renderman, Quantel, Smoke, Flame, Avid, 3DS Max and FCP
- KU7.** the format, resolution and quality in which the material would need to be ingested, based on the intended final output
- KU8.** how to identify issues with the raw material/footage prior to, or during, the ingest process
- KU9.** the storage media relevant to the type of production
- KU10.** file-naming conventions appropriate to the production
- KU11.** applicable health and safety guidelines

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Generic Skills (GS)

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

- GS1.** prepare documentation to accompany the work-product
- GS2.** read and understand the technical specifications of equipment and software
- GS3.** gather and watch raw footage/material
- GS4.** gather references of work-products and productions that could provide ideas and help conceptualise possibilities for post-production
- GS5.** discuss and understand requirements and specifications from the producer and supervisor
- GS6.** discuss any problems with the footage that could impact the post-production process and solicit suggestions for resolving them
- GS7.** plan and prioritise work according to the requirements
- GS8.** manage and enforce deadlines successfully--on time
- GS9.** work well in a fast-paced environment
- GS10.** highlight any issues (such as visual and sound) with the raw material that may impact the post production process and take pro-active steps to resolve them
- GS11.** identify and resolve commonly occurring issues in the equipment
- GS12.** select the equipment to be used in line with the budget allocated and project specifications and targets.
- GS13.** check that the equipment selected (hardware and software components) meets project specifications and requirements
- GS14.** have precise attention to all the details of systems, project specifications, outputs of post production.
- GS15.** have a keen eye for detail and maintain an aesthetic sense towards the final output

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing materials and equipment for the post production process</i>	20	20	-	-
PC1. gather raw footage/material and select, or assist in selecting, relevant material that can be used for post-production	10	10	-	-
PC2. ingest, or support in ingesting, the footage and keep the material ready for the post-production process	10	10	-	-
<i>Managing interim work-products during post-production</i>	10	10	-	-
PC3. ensure that back-ups for interim work-products are saved in the appropriate file formats, and take responsibility/manage others interim work-products as relevant to the role	10	10	-	-
<i>Ensuring work-products are distribution/exhibition ready as per technical specifications</i>	20	20	-	-
PC4. ensure, or supervise others in ensuring, that final work-products are prepared in appropriate file formats (such as mp4, avi, wmv, mpg and mov), appropriate mediums (such as DVD, film, tape and digital), and are compatible with intended distribution/exhibition mediums	10	10	-	-
PC5. clear logs/data and keep the software and equipment ready for future use	10	10	-	-
NOS Total	50	50	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	MES/N3502
NOS Name	Manage Equipment & Material
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Advertising
Occupation	VFX and DI
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	21/11/2014
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

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MES/N1403: Edit The Production

Description

This OS unit is about cutting production raw material and arranging them on a timeline to create a sequential output that meets production requirements

Elements and Performance Criteria

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** production vision, objectives, expected output and distribution/exhibition channels
- KU2.** the technical, budget and time constraints applicable
- KU3.** the creative and technical specifications of the work-product, including the quality standards expected of the final output
- KU4.** established data management and work flow systems
- KU5.** how to maintain quality control as production scales b. technical knowledge
- KU6.** editing theories, conventions and techniques of video editing including splicing, cutting to sound-track, synchronizing and sequencing
- KU7.** sound editing processes including dubbing, track laying, mixing in various formats and sound design
- KU8.** merging and synchronising techniques such as cutting, dissolving, fading and wipes
- KU9.** the basics of editing and principles of continuity/ discontinuity
- KU10.** how to select the raw material in accordance to production requirements
- KU11.** how to re-arrange the sequence of material in accordance to requirements of the genre
- KU12.** how to work with editing software such as avid, final cut pro, after effects and sound cleaning software
- KU13.** how to edit fact-based information without any personal bias
- KU14.** how to perform live editing
- KU15.** domestic and international post production best practices prevalent in the industry
- KU16.** how to save interim and final deliverables in the required format using appropriate file naming conventions
- KU17.** the implication of the format on the quality of the end-product
- KU18.** appropriate modifications/ alternatives based on any constraints/ limitations
- KU19.** applicable health and safety guidelines

Generic Skills (GS)

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

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- GS1.** document notes on the creative possibilities for editing and arranging footage, for use during the editing process
- GS2.** document notes and specifications for guidance and reference during other post production processes such as colour grading, computer-generated effects, compositing and rendering
- GS3.** read and understand the script and determine requirements
- GS4.** gather and watch raw footage/material including raw camera footage, dialogue, sound effects, graphics and special effects
- GS5.** gather suitable references from various sources for use during production
- GS6.** research attributes of the genre, language, culture, region of the production to determine aspects that may need to be reflected in the final output
- GS7.** understand the creative vision, editing requirements (the way the story needs to be conveyed) and the creative and technical requirements that need to be complied with, from the director/ producer
- GS8.** discuss interim/final work-products with the director and producer and solicit their feedback on improvements that can be made to make sure the initial version is coming out as planned
- GS9.** liaise with relevant people in a way that supports the production process, such as director, sound designer, composer or animator
- GS10.** plan and prioritise work according to the requirements
- GS11.** manage deadlines successfully--on time
- GS12.** work well in a fast-paced environment
- GS13.** address comments on the interim/final work-products and make changes accordingly
- GS14.** have a keen eye for detail and maintain an aesthetic sense towards colourgrading, vfx components and software capabilities of the final output
- GS15.** appraise the quality of own work to ensure it is in line with the expected quality standards
- GS16.** develop innovative editing practices to improve product results

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	-	-	-	-
NOS Total	-	-	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	MES/N1403
NOS Name	Edit The Production
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Advertising
Occupation	Editing
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	26/11/2014
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022

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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 through 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:

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- 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 activities
- 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
<i>Understanding the health, safety and security risks prevalent in the workplace</i>	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	-	-
<i>Knowing the people responsible for health and safety and the resources available</i>	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	-	-
<i>Identifying and reporting risks</i>	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 through precautionary measures	5	5	-	-
PC9. identify and recommend opportunities for improving health, safety, and security to the designated person	3	2	-	-

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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	-	-
<i>Complying with procedures in the event of an emergency</i>	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	-	-

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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

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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:

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- 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.

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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



Qualification Pack

- 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
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	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	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	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	-	-	-	-
<i>Basic English Skills</i>	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	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

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	-	-	-	-
<i>Communication Skills</i>	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	-	-	-	-
<i>Diversity & Inclusion</i>	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	-	-	-	-
<i>Financial and Legal Literacy</i>	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	-	-	-	-
<i>Essential Digital Skills</i>	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	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	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	-	-	-	-
<i>Customer Service</i>	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	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	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	-	-

Qualification Pack

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 Element/ 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 Element/ 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 these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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/N3501.Understand requirements and plan workflow	50	50	-	-	100	25
MES/N3502.Manage Equipment & Material	50	50	-	-	100	30
MES/N1403.Edit The Production	-	-	-	-	-	25
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	170	180	-	-	350	100



Acronyms

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

Qualification Pack

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.

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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.