

## Qualification Pack



# Prosthetic Artist

QP Code: MES/Q1803

Version: 2.0

NSQF Level: 5

Media & Entertainment Skills Council || Commercial premises No Ja522, 5th Floor, DLF Tower A, Jasola,  
New Delhi  
110025



## Qualification Pack

### Contents

MES/Q1803: Prosthetic Artist .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
MES/N1802: Manage Hair, Make & Prosthetic supplies .....	5
MES/N1806: Create & apply Prosthetics .....	9
MES/N1807: Manage Helpers & Trainees .....	13
MES/N0104: Maintain Workplace Health & Safety .....	17
Assessment Guidelines and Weightage .....	22
<i>Assessment Guidelines</i> .....	22
<i>Assessment Weightage</i> .....	23
Acronyms .....	24
Glossary .....	25



## Qualification Pack

### MES/Q1803: Prosthetic Artist

#### Brief Job Description

Individuals at this job are responsible for creating and applying prosthetics for artists

#### Personal Attributes

This job requires the individual to identify requirements, design and prepare prosthetics as per the design requirements of the shoot. The individual must be well-versed with the principles and techniques of creating prosthetics including moulding, casting, sculpting etc. using appropriate materials. The individual must be able to apply prosthetics to artists using appropriate techniques and maintain continuity during consecutive shoots.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [MES/N1802: Manage Hair, Make & Prosthetic supplies](#)
2. [MES/N1806: Create & apply Prosthetics](#)
3. [MES/N1807: Manage Helpers & Trainees](#)
4. [MES/N0104: Maintain Workplace Health & Safety](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Advertising
<b>Occupation</b>	Hair & Make-Up
<b>Country</b>	India
<b>NSQF Level</b>	5
<b>Credits</b>	NA
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO 2015- 5142.04



## Qualification Pack

<b>Minimum Educational Qualification &amp; Experience</b>	Graduate with 1 Year of experience OR Diploma (Three years diploma (after class 12th) ) with 1 Year of experience OR 12th Class with 4 Years of experience OR I.T.I (Two years ITI (after Class 10th)) with 4 Years of experience OR Certificate-NSQF (Make-up Artist at NSQF Level-4) with 2 Years of experience
<b>Minimum Level of Education for Training in School</b>	12th Class
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	22 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	24/02/2027
<b>NSQC Approval Date</b>	24/02/2022
<b>Version</b>	2.0
<b>Reference code on NQR</b>	2022/ME/MESC/05435
<b>NQR Version</b>	2.0

Remarks:



## Qualification Pack

### MES/N1802: Manage Hair, Make & Prosthetic supplies

#### Description

This OS unit is about managing hair, make-up and prosthetics resources and supplies, and making purchases whenever necessary

#### Elements and Performance Criteria

##### *Evaluating material and equipment*

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

- PC1.** evaluating materials on quality, quantity, type, costs
- PC2.** determine the amount and quality of resources, materials, tools and equipment required to meet design specifications
- PC3.** determine where and how resources should be labeled, stored and arranged

##### *Selecting and purchasing relevant products/ services*

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

- PC4.** select the providers of materials and equipment and purchase adequate quantity and type of products, in line with creative, technical and budgetary requirements, in consultation with/supervision of senior designers and producers if necessary

##### *Monitoring stocks*

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

- PC5.** monitor and replenish stock of hair, make-up or prosthetics resources, as per requirements

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the hair, make-up and prosthetics design concept agreed upon with the director/ production designer and artists
- KU2.** the creative and technical requirements of the production
- KU3.** the technical, resource, budget and time constraints applicable
- KU4.** the list of vendors from whom the organization has procured materials and supplies in the past
- KU5.** special requirements of the director/ production designer / artists (if any)
- KU6.** the role and requirements of key departments be liaised with, especially costumes, camera and lighting where the team has the maximum interaction
- KU7.** the principles of cosmetology, hair care and prosthetics application
- KU8.** the features, characteristics, advantages, disadvantages, costs etc. of different types of materials, tools and equipment
- KU9.** common skin diseases, allergies, disorders and reactions
- KU10.** where and how to source make up, hair and prosthetics materials, tools and equipment
- KU11.** how to select materials, tools and equipment that suits the artists skin type and conditions

## Qualification Pack

- KU12.** how to obtain special materials or equipment based on artists physical needs or artistic preferences
- KU13.** how to handle products to avoid damage or spillages
- KU14.** where and how resources should be labeled, stored and arranged
- KU15.** health and safety guidelines, including common allergies that could occur from using materials

## Generic Skills (GS)

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

- GS1.** make an accurate list of resources to be purchased along with details such as quantity, cost, vendor name etc
- GS2.** fill out a purchase order form/petty cash form and get the appropriate
- GS3.** keep accurate records of what you have ordered and what has been supplied
- GS4.** keep accurate records of expenditure and associated documents, receipts etc.
- GS5.** update stock records as appropriate
- GS6.** refer to hair, make-up or prosthetics designs, vendor catalogues, websites etc. to gather information on materials to be purchased
- GS7.** read the production schedules and deadlines to ensure that materials are available in advance
- GS8.** communicate effectively with vendors, in consultation with/supervision of senior designers and producers if necessary
- GS9.** discuss and agree on the final list of resources to be purchased with the director/ production designer and/ or the artists
- GS10.** liaise with the finance departments to receive cash for purchases
- GS11.** select the correct quantity and types of materials required, taking into account the design, production schedules and deadlines
- GS12.** select materials and equipment vendors who are able to meet the creative and budgetary requirements
- GS13.** ensure that the materials, tools and equipment are sourced prior to commencement of production
- GS14.** be creative and imaginative as per the changes or updations in the story or characters
- GS15.** take appropriate action in the event of shortfalls in the quantity and quality of materials, staff or facilities
- GS16.** monitor expenditure and anticipate budget over-spending and agree suitable solutions
- GS17.** deal with supply delays promptly and effectively
- GS18.** check products to ensure they are not damaged and arrange replacement, where required
- GS19.** monitor the nature and quality of vendors materials, tools and equipment for future purchases

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Evaluating material and equipment</i>	<b>25</b>	<b>35</b>	-	-
<b>PC1.</b> evaluating materials on quality, quantity, type, costs	10	10	-	-
<b>PC2.</b> determine the amount and quality of resources, materials, tools and equipment required to meet design specifications	5	15	-	-
<b>PC3.</b> determine where and how resources should be labeled, stored and arranged	10	10	-	-
<i>Selecting and purchasing relevant products/ services</i>	<b>5</b>	<b>15</b>	-	-
<b>PC4.</b> select the providers of materials and equipment and purchase adequate quantity and type of products, in line with creative, technical and budgetary requirements, in consultation with/supervision of senior designers and producers if necessary	5	15	-	-
<i>Monitoring stocks</i>	<b>10</b>	<b>10</b>	-	-
<b>PC5.</b> monitor and replenish stock of hair, make-up or prosthetics resources, as per requirements	10	10	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N1802
<b>NOS Name</b>	Manage Hair, Make & Prosthetic supplies
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Advertising
<b>Occupation</b>	Hair & Make-up
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	24/02/2027
<b>NSQC Clearance Date</b>	24/02/2022





## Qualification Pack

### MES/N1806: Create & apply Prosthetics

#### Description

This OS unit is about creating, applying, maintaining and removing prosthetics to meet design requirements

#### Elements and Performance Criteria

##### *Understanding requirements*

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

- PC1.** identify and confirm requirements for prosthetic pieces as per the design brief
- PC2.** create pattern to fit the individual artists head/body shape using accurate measurements to produce a bald cap, facial parts, scars etc

##### *Creating prosthetics*

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

- PC3.** produce original large life casts for face/ full head/ sectional and body casts, and original small life casts for prosthetic pieces (facial features) as required
- PC4.** create large/extensive prosthetics (e.g. large facial pieces, multiple or overlapping appliances and large body pieces) and small prosthetic pieces (e.g. small facial parts) as required
- PC5.** prepare the artists skin, hair, facial hair and clothing and apply skin compatible adhesives in positions that permit the required mobility and security of the prosthetics during shooting
- PC6.** position prosthetics to meet the design requirement on camera

##### *Removing prosthetics*

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

- PC7.** remove the cast safely and restore the artists skin and hair to its original condition

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the creative and technical requirements of production
- KU2.** the technical, resource, budget and time constraints applicable
- KU3.** the production schedules and dates by when prosthetics would need to be created and used by artists
- KU4.** the required mobility and security of prosthetics
- KU5.** the templates, measurements and block size that are appropriate for the artist
- KU6.** environmental factors at the shooting venue e.g. temperature, humidity etc. and lighting and camera requirements
- KU7.** the types of make-up available for use
- KU8.** the principles of prosthetics
- KU9.** techniques such as moulding, casting, sculpting etc. and materials such as clay, rubber, silicone, plastic etc. used to create prosthetics
- KU10.** the fundamentals of skin theory

## Qualification Pack

- KU11.** the human anatomy and face structure
- KU12.** the fundamentals and principles of drawing and colour theory
- KU13.** theory of bruising and application techniques including blood, dirt etc
- KU14.** the history of make-up, including period styles and techniques
- KU15.** appropriate techniques, materials and methods for sculpting, moulding and casting prosthetics, realistic masks and anatomical props such as body parts, heads etc.
- KU16.** how to ensure that appropriate block release agents and sealers are used
- KU17.** how to trim and mark the completed impression accurately and prevent it from deterioration, distortion or damage
- KU18.** how to use the correct make-up, colouring and finishing techniques for the prosthetics
- KU19.** how to clean tools and equipment
- KU20.** storage and disposal methods for prosthetic pieces and used materials
- KU21.** how to obtain a replica of the artists features without defects or distortion of the cast
- KU22.** applicable health and safety requirements

## Generic Skills (GS)

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

- GS1.** keep accurate records of measurements, methods, formula and process to enable creation of the required design and future replication
- GS2.** research/ gather suitable references to help create prosthetics
- GS3.** confirm requirements for prosthetics from the director/ production designer
- GS4.** check with artists about past allergies and other sensitivities
- GS5.** explain the preparation, casting and removal techniques to the artist and provide opportunities for questions
- GS6.** ensure the artist is clear on what to do if an emergency arises during the process
- GS7.** obtain medical advice and other supervision permission where necessary
- GS8.** decide upon the appropriate placement of prosthetics, manage overlaps and blend edges in relation to the artist and in accordance to the design brief
- GS9.** ensure that prosthetics are created within the allocated time according to the production schedule
- GS10.** treat the artist with care and ensure they are made as comfortable as possible during the process
- GS11.** position the artist to minimize personal discomfort
- GS12.** check artists history of allergies or other sensitivities and confirm whether the artist has any medical condition that could preclude them from having a cast taken
- GS13.** perform skin tests and take appropriate action in the event of an adverse skin reaction
- GS14.** remove the prosthetic carefully to minimize the artists discomfort
- GS15.** prevent deterioration or distortion to the sculptures, moulds and resultant prosthetic appliances

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding requirements</i>	<b>15</b>	<b>20</b>	-	-
<b>PC1.</b> identify and confirm requirements for prosthetic pieces as per the design brief	10	10	-	-
<b>PC2.</b> create pattern to fit the individual artists head/body shape using accurate measurements to produce a bald cap, facial parts, scars etc	5	10	-	-
<i>Creating prosthetics</i>	<b>20</b>	<b>35</b>	-	-
<b>PC3.</b> produce original large life casts for face/ full head/ sectional and body casts, and original small life casts for prosthetic pieces (facial features) as required	5	10	-	-
<b>PC4.</b> create large/extensive prosthetics (e.g. large facial pieces, multiple or overlapping appliances and large body pieces) and small prosthetic pieces (e.g. small facial parts) as required	5	10	-	-
<b>PC5.</b> prepare the artists skin, hair, facial hair and clothing and apply skin compatible adhesives in positions that permit the required mobility and security of the prosthetics during shooting	5	10	-	-
<b>PC6.</b> position prosthetics to meet the design requirement on camera	5	5	-	-
<i>Removing prosthetics</i>	<b>5</b>	<b>5</b>	-	-
<b>PC7.</b> remove the cast safely and restore the artists skin and hair to its original condition	5	5	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N1806
<b>NOS Name</b>	Create & apply Prosthetics
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Advertising
<b>Occupation</b>	Hair & Make-up
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	16/02/2015
<b>Next Review Date</b>	24/02/2027
<b>NSQC Clearance Date</b>	24/02/2022

## Qualification Pack

### MES/N1807: Manage Helpers & Trainees

#### Description

This OS unit is about managing helpers and trainees while producing the required hair, make-up and prosthetics according to the design brief

#### Elements and Performance Criteria

##### *Communicating information*

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

- PC1.** inform, or assist in informing, trainees/helpers of the hair, make-up and prosthetics process and of their responsibilities and role in the process
- PC2.** ensure, or assist in ensuring, that the trainees/helpers know how to find and operate the materials, tools and equipments that will be required during the process
- PC3.** provide clear and precise instructions to trainees/helpers during the process and ensure they are working effectively to meet the production schedule

##### *Ensuring that trainees/ helpers assist correctly*

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

- PC4.** monitor and evaluate the work of trainees/helpers in an effective, unobtrusive and objective manner
- PC5.** provide trainees/helpers with the opportunity to contribute and try out the work for themselves

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the creative and technical requirements of production
- KU2.** the technical, resource, budget and time constraints applicable
- KU3.** the production schedules and dates by when hair, make-up or prosthetics would need to be created
- KU4.** the work areas, process and activities involved
- KU5.** how to plan the work for helpers/trainees and assign responsibilities
- KU6.** how to use and/or operate the materials, tools and equipments required during the hair, make-up or prosthetics process
- KU7.** the resources available for training helpers/trainees
- KU8.** how to utilize the resources available in the best possible manner
- KU9.** how to provide constructive feedback that could help helpers/trainees improve their performance
- KU10.** legislation, regulations and codes of practice that are applicable to managing other people and to the work being undertaken
- KU11.** how to ensure that trainees adhere to applicable health and safety requirements at all times



## Qualification Pack

### Generic Skills (GS)

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

- GS1.** document plan for workers that encapsulates their role and responsibilities in the hair, make-up or prosthetics process
- GS2.** advise trainees on the appropriate use of standard procedures, materials, tools and equipments
- GS3.** encourage trainees to ask questions regarding aspects of the design brief
- GS4.** provide constructive individual feedback to trainees on their work and encourage them to improve future performance
- GS5.** read and research any production specifications, where necessary and communicate with the team
- GS6.** plan the hair, make-up and prosthetics process and activities and identify activities where helpers/trainees could assist
- GS7.** monitor the work of trainees and demonstrate how they could address potential problems
- GS8.** find workable solutions promptly for any problems which could adversely impact upon the production schedule
- GS9.** report any problems concerning the management of trainees
- GS10.** evaluate own performance in the management of trainees and consult the relevant person for feedback
- GS11.** check that team work meets project creative requirements
- GS12.** identify issues that may arise during production/ probe into issues highlighted by the production team and explore options to resolve them proactively
- GS13.** assign action plan for all team members as per their skills

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicating information</i>	<b>20</b>	<b>40</b>	-	-
<b>PC1.</b> inform, or assist in informing, trainees/helpers of the hair, make-up and prosthetics process and of their responsibilities and role in the process	5	10	-	-
<b>PC2.</b> ensure, or assist in ensuring, that the trainees/helpers know how to find and operate the materials, tools and equipments that will be required during the process	10	15	-	-
<b>PC3.</b> provide clear and precise instructions to trainees/helpers during the process and ensure they are working effectively to meet the production schedule	5	15	-	-
<i>Ensuring that trainees/ helpers assist correctly</i>	<b>20</b>	<b>20</b>	-	-
<b>PC4.</b> monitor and evaluate the work of trainees/helpers in an effective, unobtrusive and objective manner	10	10	-	-
<b>PC5.</b> provide trainees/helpers with the opportunity to contribute and try out the work for themselves	10	10	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N1807
<b>NOS Name</b>	Manage Helpers & Trainees
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Advertising
<b>Occupation</b>	Hair & Make-up
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	24/02/2027
<b>NSQC Clearance Date</b>	24/02/2022



## Qualification Pack

### 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:



## Qualification Pack

- 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



## Qualification Pack

**GS22.** Apply balanced judgments in different situations

## Qualification Pack

### 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>	<b>15</b>	<b>15</b>	-	-
<b>PC1.</b> understand and comply with the organizations current health, safety and security policies and procedures	5	5	-	-
<b>PC2.</b> understand the safe working practices pertaining to own occupation	5	5	-	-
<b>PC3.</b> 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	-	-
<b>PC4.</b> 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>	<b>10</b>	<b>10</b>	-	-
<b>PC5.</b> identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	5	5	-	-
<b>PC6.</b> 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>	<b>18</b>	<b>17</b>	-	-
<b>PC7.</b> identify aspects of your workplace that could cause potential risk to own and others health and safety	5	5	-	-
<b>PC8.</b> ensure own personal health and safety, and that of others in the workplace through precautionary measures	5	5	-	-
<b>PC9.</b> identify and recommend opportunities for improving health, safety, and security to the designated person	3	2	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> 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>	<b>7</b>	<b>8</b>	-	-
<b>PC11.</b> follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard	5	5	-	-
<b>PC12.</b> identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority	2	3	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MES/N0104
<b>NOS Name</b>	Maintain Workplace Health & Safety
<b>Sector</b>	Media & Entertainment
<b>Sub-Sector</b>	Film, Television, Animation, Gaming, Radio, Advertising
<b>Occupation</b>	Ad sales/Account Management/Scheduling/Traffic
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	27/01/2027
<b>NSQC Clearance Date</b>	27/01/2022

### 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/N1802.Manage Hair, Make & Prosthetic supplies	40	60	-	-	100	30
MES/N1806.Create & apply Prosthetics	40	60	-	-	100	30
MES/N1807.Manage Helpers & Trainees	40	60	-	-	100	30
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
<b>Total</b>	<b>170</b>	<b>230</b>	<b>-</b>	<b>-</b>	<b>400</b>	<b>100</b>



## Qualification Pack

### Acronyms

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



## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding (KU)</b>	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.

## Qualification Pack

<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.
<b>AIRBRUSHING</b>	A technique to apply multiple liquid make-up products on the skin by pushing them through a nozzle to create a mist of droplets that settle on the skin
<b>CONTOURING</b>	The art of shading and highlighting areas of the skin, features etc.
<b>COSMETOLOGY</b>	The art of applying cosmetics and study of their uses
<b>EXFOLIATE</b>	Process of removing dirt, dead cells and cleaning the skin using a gentle abrasive product
<b>HAIR COLOUR</b>	A hair product that is used to change the colour or appearance of the hair
<b>HAIR ELASTICITY</b>	The ability of the hair to stretch and return back to its original length
<b>PROSTHETICS</b>	The art of creating false limbs, body parts using sculpting, moulding, casting techniques for use in special effects make-up
<b>SKIN TEST</b>	A process where a small amount of the product is applied to the skin to test for any adverse skin reactions
<b>SECTOR</b>	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.

## Qualification Pack

<b>SUB-SECTOR</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>VERTICAL</b>	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
<b>OCCUPATION</b>	Occupation is a set of job roles, which perform similar/related set of functions in an industry
<b>FUNCTION</b>	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
<b>SUB-FUNCTIONS</b>	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
<b>JOB ROLE</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
<b>OCCUPATIONAL STANDARDS (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>PERFORMANCE CRITERIA</b>	Performance Criteria are statements that together specify the standard of performance required when carrying out a task
<b>NATIONAL OCCUPATIONAL STANDARDS (NOS)</b>	NOS are Occupational Standards which apply uniquely in the Indian context.
<b>QUALIFICATION PACK CODE</b>	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
<b>QUALIFICATION PACK</b>	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
<b>Unit Code</b>	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an "NSQ"™.