

Qualification Pack



Senior Correspondent

QP Code: MES/Q1907

Version: 1.0

NSQF Level: 5

Media & Entertainment Skills Council || Commercial premises No Ja522, 5th Floor, DLF Tower A, Jasola,
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Qualification Pack

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MES/Q1907: Senior Correspondent

Brief Job Description

Sr. Correspondents or Senior Reporter is an experienced news gathering resource. He/ she is typically asked to report on complex topics and may also be required to undertake field reporting in harsh/ difficult conditions.

Personal Attributes

Sr. Correspondent must be able to strategically use digital storytelling tools to connect with audiences on various platforms. This means thinking critically and creatively about the best forms of media to serve the target audience. Demonstrate skill set to Investigative reporting which helps protect individuals and society from harmful practices. Correspondent possesses the skills related to writing include understanding the principles of grammar and punctuation. Journalists should also know how to write clearly, simplify complex information and adhere to a style guide

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N1909: Generate Ideas for Journalism Projects](#)
2. [MES/N1915: Report in a Difficult or Hostile Environment](#)
3. [MES/N2817: Comply with Applicable Law and Regulation](#)
4. [MES/N0104: Maintain Workplace Health & Safety](#)
5. [MES/N1933: Undertake research for Journalism projects](#)
6. [MES/N1930: Conduct an interview](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Print, Film, Television, Radio
Occupation	Journalism, Editing
Country	India
NSQF Level	5



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Credits	28
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2641.9900
Minimum Educational Qualification & Experience	B.A. (Journalism) with 1 Year of experience OR Graduate with 2 Years of experience OR 12th Class with 5 Years of experience
Minimum Level of Education for Training in School	12th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 Years
Last Reviewed On	NA
Next Review Date	31/03/2027
NSQC Approval Date	31/03/2022
Version	1.0
Reference code on NQR	2022/ME/MESC/05687
NQR Version	1.0

Remarks:

This QP was approved in 2015 and NSQC Extended it in 2019 without any change in QP. Therefore, NQR code used is of 2019.



Qualification Pack

MES/N1909: Generate Ideas for Journalism Projects

Description

This NOS covers carrying out research and collect information from several sources on daily events and occurrences and creating a story/idea or a concept with the help of fact-based reporting, analytical, feature-writing

Scope

The scope covers the following :

- Gather information for news or human interest stories.
- Utilize a number of sources to gain different perspectives and facts.

Elements and Performance Criteria

Create story/idea or a concept

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

- PC1.** Research and collect information from various primary and secondary sources, including daily events and occurrences, other news publications, personal contacts (colleagues, experts, contacts/ network), archives, press releases and newswires
- PC2.**
- Generate a story/ idea/ concept across mediums and formats, including:
 - A specific story – e.g. fact-based reporting, analytical, feature-writing
 - A specific section – e.g. the “edit” or “oped” page of a newspaper or a certain news-based show on TV or radio
 - An entire publication – e.g. the full issue of a magazine

Present story/idea or a concept to the audience

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

- PC3.** Evaluate an idea for its suitability to the particular medium and corresponding implications on budget, time schedule and resource requirements
- PC4.** Identify any constraints to successfully realize the idea – including any ethical, legal, regulatory, organizational or other limitations
- PC5.** Articulate ideas clearly and pitch/ present and defend ideas to an audience (e.g. during an editorial team meeting)
- PC6.** Respond positively to feedback and any changes in creative requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** generating Ideas for Journalism Projects
- KU2.** undertaking Research for Journalism Projects
- KU3.** utilize a number of sources to gain different perspectives and facts.
- KU4.** gather information for news or human interest stories
- KU5.** programming languages to facilitate digital storytelling



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- KU6.** foundational skills in photography, video, design and audio
- KU7.** how to review and revise scripts
- KU8.** how to deliver scripts on air.
- KU9.** meaning of data for news and public interest stories
- KU10.** how to conduct investigation of a given story and verify its authenticity.
- KU11.** which audio visual aid(s) would be most suited - based on the story and/ or the medium
- KU12.** importance of reporting stories in real-time via social media.
- KU13.** the requirements of field reporting, including logistics, and plan accordingly
- KU14.** applicable Law and Regulation related to stories and ideas
- KU15.** verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role
- KU16.** how to conduct interview of leaders, celebrities, person of importance and reporting it to relative news media (Print or electronics)
- KU17.** constraints to successfully realize the idea -including any ethical, legal, regulatory, organizational or other limitations
- KU18.** importance of managing the safety and security of crew and equipment while on location

Generic Skills (GS)

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

- GS1.** read and write grammatically correct story/ script
- GS2.** write clearly, simplify complex information and adhere to a style guide
- GS3.** write and edit Copy
- GS4.** thinking critically and creatively about the best forms of media to serve the target audience
- GS5.** direct cameraman to capture best angles
- GS6.** meet with government officials and conduct interviews.
- GS7.** analyse Audio Visual Aids
- GS8.** Apply programming languages to facilitate digital storytelling
- GS9.** Take and edit photos
- GS10.** Record and edit audio and video
- GS11.** Publish stories on the go etc
- GS12.** undertake Field Reporting
- GS13.** build own brand as a journalist.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Create story/idea or a concept</i>	15	50	-	-
PC1. Research and collect information from various primary and secondary sources, including daily events and occurrences, other news publications, personal contacts (colleagues, experts, contacts/network), archives, press releases and newswires	5	-	-	-
PC2. <ul style="list-style-type: none"> Generate a story/ idea/ concept across mediums and formats, including: <ul style="list-style-type: none"> A specific story - e.g. fact-based reporting, analytical, feature-writing A specific section - e.g. the “edit” or “oped” page of a newspaper or a certain news-based show on TV or radio An entire publication - e.g. the full issue of a magazine 	10	-	-	-
<i>Present story/idea or a concept to the audience</i>	35	-	-	-
PC3. Evaluate an idea for its suitability to the particular medium and corresponding implications on budget, time schedule and resource requirements	10	-	-	-
PC4. Identify any constraints to successfully realize the idea - including any ethical, legal, regulatory, organizational or other limitations	10	-	-	-
PC5. Articulate ideas clearly and pitch/ present and defend ideas to an audience (e.g. during an editorial team meeting)	10	-	-	-
PC6. Respond positively to feedback and any changes in creative requirements	5	-	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N1909
NOS Name	Generate Ideas for Journalism Projects
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Print
Occupation	Journalism, Editing
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2027
NSQF Clearance Date	31/03/2022



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MES/N1915: Report in a Difficult or Hostile Environment

Description

This NOS covers reporting in hostile/difficult conditions and ensure that the highest quality of planning is undertaken and how to cease reporting/ return safely back to a base location

Scope

The scope covers the following :

- Perform fearless reporting.
- Manage unpredictable situation

Elements and Performance Criteria

Perform fearless reporting

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

- PC1.** analyse the risks of reporting in hostile/difficult conditions and ensure that the highest quality of planning is undertaken
- PC2.** evaluate on one's feet, react quickly and manage unpredictable situations – e.g. change in external environment, equipment failure or other types of resource limitations
- PC3.** use dialogue and descriptions of actions, thoughts, and feelings to develop experiences and events or show the response of characters to situations
- PC4.** generate open-ended questions and use facts/interviews to enhance the narrative

Manage hostile situation while reporting

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

- PC5.** determine when risks outweigh the benefits of reporting
- PC6.** measure how to cease reporting/return safely back to a base location
- PC7.** respond promptly to instructions from guides, security etc.
- PC8.** identify and treat conditions that are leading causes of preventable deaths in a hostile situation
- PC9.** follow safety precautions in hostile zones
- PC10.** apply precautions relating to digital security while on assignment from hostile environment

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** generating Ideas for Journalism Projects
- KU2.** undertaking Research for Journalism Projects
- KU3.** utilize a number of sources to gain different perspectives and facts.
- KU4.** gather information for news or human interest stories
- KU5.** programming languages to facilitate digital storytelling



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- KU6.** foundational skills in photography, video, design and audio
- KU7.** how to review and revise scripts
- KU8.** how to deliver scripts on air.
- KU9.** meaning of data for news and public interest stories
- KU10.** how to conduct investigation of a given story and verify its authenticity.
- KU11.** which audio visual aid(s) would be most suited - based on the story and/ or the medium
- KU12.** importance of reporting stories in real-time via social media.
- KU13.** the requirements of field reporting, including logistics, and plan accordingly
- KU14.** applicable Law and Regulation related to stories and ideas
- KU15.** verbal and non-verbal cues of the interviewee, successfully manage the flow of the conversation and challenge/steer the conversation as appropriate to the role
- KU16.** how to conduct interview of leaders, celebrities, person of importance and reporting it to relative news media (Print or electronics)
- KU17.** constraints to successfully realize the idea -including any ethical, legal, regulatory, organizational or other limitations
- KU18.** importance of managing the safety and security of crew and equipment while on location

Generic Skills (GS)

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

- GS1.** read and write grammatically correct story/ script
- GS2.** write clearly, simplify complex information and adhere to a style guide
- GS3.** write and edit Copy
- GS4.** thinking critically and creatively about the best forms of media to serve the target audience
- GS5.** direct cameraman to capture best angles
- GS6.** meet with government officials and conduct interviews.
- GS7.** analyse Audio Visual Aids
- GS8.** apply programming languages to facilitate digital storytelling
- GS9.** take and edit photos
- GS10.** record and edit audio and video
- GS11.** publish stories on the go etc
- GS12.** undertake Field Reporting
- GS13.** build own brand as a journalist.



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform fearless reporting</i>	12	70	-	-
PC1. analyse the risks of reporting in hostile/difficult conditions and ensure that the highest quality of planning is undertaken	3	-	-	-
PC2. evaluate on one's feet, react quickly and manage unpredictable situations – e.g. change in external environment, equipment failure or other types of resource limitations	3	-	-	-
PC3. use dialogue and descriptions of actions, thoughts, and feelings to develop experiences and events or show the response of characters to situations	3	-	-	-
PC4. generate open-ended questions and use facts/interviews to enhance the narrative	3	-	-	-
<i>Manage hostile situation while reporting</i>	18	-	-	-
PC5. determine when risks outweigh the benefits of reporting	3	-	-	-
PC6. measure how to cease reporting/return safely back to a base location	3	-	-	-
PC7. respond promptly to instructions from guides, security etc.	3	-	-	-
PC8. identify and treat conditions that are leading causes of preventable deaths in a hostile situation	3	-	-	-
PC9. follow safety precautions in hostile zones	3	-	-	-
PC10. apply precautions relating to digital security while on assignment from hostile environment	3	-	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N1915
NOS Name	Report in a Difficult or Hostile Environment
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Print
Occupation	Journalism, Editing
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2027
NSQC Clearance Date	31/03/2022

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MES/N2817: Comply with Applicable Law and Regulation

Description

This NOS covers identifying instances where either one's own or someone else's work may not comply fully with the framework and applying the applicable legal and regulatory framework that apply to one's work using the respective source documents and training material

Scope

The scope covers the following :

- Describe various legal frameworks being applicable at workplace
- Explain the risks of non-compliance for oneself and the organization

Elements and Performance Criteria

Ensure legal and regulatory requirements

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

- PC1.** Analyse the applicable legal and regulatory framework that apply to one's work using the respective source documents and training material
- PC2.** Identify instances where either one's own or someone else's work may not comply fully with the framework
- PC3.** Measure the risks of non-compliance for oneself and the organization
- PC4.** Ensure that the legal and regulatory requirements specific to the organization are being adhered to
- PC5.** Escalate instances of non-compliance to one's editorial supervisor and/ or compliance officer as applicable

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** wide range of skills such as fighting, falling, horseback riding and others.
- KU2.** relevance of conducting research on the role to be played.
- KU3.** importance of analyzing the expectation of Stunt Coordinator / Director / Producer
- KU4.** relevance of proper training to perform daring acts
- KU5.** related insurance covered, social security and terms of the filming
- KU6.** ways to adopt changes in stunt requirement
- KU7.** how to identify the character as per the script
- KU8.** importance of working and rehearsing with other actors using background of the role in an artform
- KU9.** how to scale a performance in accordance with the frame of the shot, controlling movement, gesture, voice levels, emotional intensity and energy levels
- KU10.** how to analyze the character background to portray similar role as desired



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KU11. how to Portray the character based on the script

Generic Skills (GS)

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

- GS1.** prepare portfolio, recording, show reel, etc.,
- GS2.** use different social media platforms for promotion
- GS3.** importance of being punctual and be in suggested dress for audition /presentation
- GS4.** approach clients and associations
- GS5.** negotiate for remuneration of contract / work order aligned with the assignments
- GS6.** Comply with procedures in the event of an emergency
- GS7.** escalate instances of noncompliance to the concerned authority
- GS8.** identify risks of non-compliance for oneself and the organization
- GS9.** Practice safe working practices for own job role
- GS10.** use Personal Protective Equipment (PPE) appropriately

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure legal and regulatory requirements</i>	50	50	-	-
PC1. Analyse the applicable legal and regulatory framework that apply to one's work using the respective source documents and training material	10	-	-	-
PC2. Identify instances where either one's own or someone else's work may not comply fully with the framework	10	-	-	-
PC3. Measure the risks of non-compliance for oneself and the organization	10	-	-	-
PC4. Ensure that the legal and regulatory requirements specific to the organization are being adhered to	10	-	-	-
PC5. Escalate instances of non-compliance to one's editorial supervisor and/ or compliance officer as applicable	10	-	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N2817
NOS Name	Comply with Applicable Law and Regulation
Sector	Media & Entertainment
Sub-Sector	Film, Television, Advertising, Film, Television, Radio, Advertising
Occupation	Production, Ad Sales/Account Management/Scheduling/Traffic
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2027
NSQF Clearance Date	31/03/2022



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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



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GS22. Apply balanced judgments in different situations

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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	27/01/2027
NSQF Clearance Date	27/01/2022

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MES/N1933: Undertake research for Journalism projects

Description

This NOS covers carrying out creating ideas for a story/idea or a concept with the help of fact-based reporting, analytical, feature-writing

Scope

The scope covers the following :

- Conduct background research and collect information
- Develop story ideas using various primary and secondary sources

Elements and Performance Criteria

Conduct background research and collect information

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

- PC1.** research the sources , authenticity and novelty for the content
- PC2.** analyze the flow and connectivity to running stroy lines or relevance
- PC3.** compare the topic/content with similar incidents which need to be communicated
- PC4.** verify content for plagiarism and duplicacy or copyright
- *Develop story ideas using various primary and secondary sources*

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

- PC5.** develop story from the collected evidence for publication
- PC6.** verify the sources for authenticity
- PC7.** develop a network of authentic soutrces
- PC8.** seek assistance from seniors or other experts in the field

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** strategy planning and alignment for Journalism Projects
- KU2.** undertaking commissioning copy from outside sources
- KU3.** utilize a number of sources to gain different perspectives and facts
- KU4.** managerial and budgetary duties to run a publishing house
- KU5.** programming languages to facilitate digital storytelling
- KU6.** foundational skills in photography, video, design and audio
- KU7.** how to review and revise scripts
- KU8.** Set the tone of publication and maintain a relationship with the readers/audience
- KU9.** Plan for future issue of publication
- KU10.** verify authenticity of a given story



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- KU11.** which audio visual aid(s) would be most suited - based on the story and/ or the medium
- KU12.** importance of reporting stories in real-time via social media.
- KU13.** the requirement of field reporting including logistics and planning
- KU14.** applicable Law and Regulation related to stories and ideas
- KU15.** importance of managing the safety and security of crew and equipment while on location

Generic Skills (GS)

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

- GS1.** read and write grammatically correct story/ script
- GS2.** write clearly, simplify complex information and adhere to a style guide
- GS3.** write and edit Copy
- GS4.** thinking critically and creatively about the best forms of media to serve the target audience
- GS5.** direct cameraman to capture best angles
- GS6.** meet with government officials and organise interviews.
- GS7.** approve and ensure availability of required Audio Visual Aids
- GS8.** approve and edit photos
- GS9.** approve and edit audio and video
- GS10.** recruit staff and allocate resources
- GS11.** build own brand as a journalist

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conduct background research and collect information</i>	20	60	-	-
PC1. research the sources , authenticity and novelty for the content	5	-	-	-
PC2. analyze the flow and connectivity to running story lines or relevance	5	-	-	-
PC3. compare the topic/content with similar incidents which need to be communicated	5	-	-	-
PC4. verify content for plagiarism and duplicacy or copyright	5	-	-	-
• <i>Develop story ideas using various primary and secondary sources</i>	20	-	-	-
PC5. develop story from the collected evidence for publication	5	-	-	-
PC6. verify the sources for authenticity	5	-	-	-
PC7. develop a network of authentic sources	5	-	-	-
PC8. seek assistance from seniors or other experts in the field	5	-	-	-
NOS Total	40	60	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N1933
NOS Name	Undertake research for Journalism projects
Sector	Media & Entertainment
Sub-Sector	Film, Television, Radio, Print
Occupation	Journalism, Editing
NSQF Level	6
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2027
NSQC Clearance Date	31/03/2022



Qualification Pack

MES/N1930: Conduct an interview

Description

This unit is about conducting interviews and gathering relevant information during interviews

Scope

The scope covers the following :

- Prepare for the interview in different modes
- conduct the interview in different modes

Elements and Performance Criteria

Prepare questionnaire

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

- PC1.** identify the objective of the interview and its relevance to the wider audience and organization
- PC2.** interpret the interview-brief correctly
- PC3.** conduct contextual study of the individual(s) to be interviewed
- PC4.** draft interview questions as per the type of interview being conducted (profiles/ biopics/ news interviews)
- PC5.** prepare verbal evidence for cross-questioning, where applicable

set-up for the interview

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

- PC6.** decide the mode of interview such as live, prerecorded, face-to-face, over the telephone, skype or video call, at an outdoor location (e.g. home, office, hotel, or public space), in studios etc
- PC7.** Plan time duration and agenda of the interview
- PC8.** complete all set-up activities before the start of the interview (live or pre-recorded) or interaction with the surrounding public, across different modes

conduct interview as per the mode selected

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

- PC9.** recognise type of interview planned to be conducted like informal, behavioural, stress interview, panel interview etc.
- PC10.** conduct the interview in a sequential manner i.e. pose questions, receive answers/ information, participate in the conversation and improvise the topics
- PC11.** analyse verbal and non-verbal cues of the interviewee, accomplish the flow of the conversation and challenge/steer the conversation as appropriate to the role

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** the target audience for the interview and/or the organization/ individual, commissioning the interview
- KU2.** writing standards followed by the organization/ individual, commissioning the interview (including applicable local, national or international laws)
- KU3.** resource limitations including any constraints on budget, resources and time availability (i.e. deadlines)
- KU4.** how to define the purpose/ objective of the interview
- KU5.** how to conduct background study on the interviewee and prepare an interviewee profile
- KU6.** how to verify information and confirm the accuracy of any facts that are researched and/ or collected during the interview itself
- KU7.** how to plan for interviews (outdoor or in the studio) including choice of setting, time, budget, resources and equipment required
- KU8.** different interview styles and how to identify the appropriate style for each interview based on the brief/ requirements
- KU9.** how to manage situations where the interviewee chooses to remain anonymous or where his/ her identity needs to be protected

Generic Skills (GS)

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

- GS1.** prepare a list of questions and talking points
- GS2.** write-up interview notes/ transcripts
- GS3.** undertake background research, gather references and collect information
- GS4.** effectively converse with the interviewee and gather information required
- GS5.** use listening skills including paying attention to non-verbal cues/ body language
- GS6.** make relevant decisions related to the area of work e.g. choice of questions, confirming accuracy of information and evaluating risks
- GS7.** prioritize questions and redirect the conversation, if needed
- GS8.** plan in advance for an interview, including resource and equipment requirements
- GS9.** assess the level of research demanded by an interview, and undertake the research as necessary
- GS10.** manage unpredictable situations e.g. change in interviewees attitude or style of answering
- GS11.** deal practically with occasions which could harm oneself or organization, including: the attitude or behavior of interviewees, the information they supply, breaches in legal, ethical or compliance codes
- GS12.** manage interviews so that individual who is interviewed will meet the time limits, and keep to the subject; and recognise, pursue and if necessary clarify relevant issues that arise, and points that need to be followed up later
- GS13.** establish and maintain rapport with interviewees, treat them courteously, listening carefully to their answers, and differentiating between fact and opinion
- GS14.** clearly identify from the organizations brief, the purpose and focus of the interview.
- GS15.** read and analyze various sources of news including wire services and other publications/ channels/ websites/ media

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare questionnaire</i>	16	30	-	-
PC1. identify the objective of the interview and its relevance to the wider audience and organization	3	5	-	-
PC2. interpret the interview-brief correctly	3	5	-	-
PC3. conduct contextual study of the individual(s) to be interviewed	3	5	-	-
PC4. draft interview questions.as per the type of interview being conducted (profiles/ biopics/ news interviews)	4	10	-	-
PC5. prepare verbal evidence for cross-questioning, where applicable	3	5	-	-
<i>set-up for the interview</i>	9	15	-	-
PC6. decide the mode of interview such as live, prerecorded, face-to-face, over the telephone, skype or video call, at an outdoor location (e.g. home, office, hotel, or public space), in studios etc	3	5	-	-
PC7. Plan time duration and agenda of the interview	3	5	-	-
PC8. complete all set-up activities before the start of the interview (live or pre-recorded) or interaction with the surrounding public, across different modes	3	5	-	-
<i>conduct interview as per the mode selected</i>	10	20	-	-
PC9. recognise type of interview planned to be conducted like informal, behavioural, stress interview, panel interview etc.	3	5	-	-
PC10. conduct the interview in a sequential manner i.e. pose questions, receive answers/ information, participate in the conversation and improvise the topics	4	10	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. analyse verbal and non-verbal cues of the interviewee, accomplish the flow of the conversation and challenge/steer the conversation as appropriate to the role	3	5	-	-
NOS Total	35	65	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N1930
NOS Name	Conduct an interview
Sector	Media & Entertainment
Sub-Sector	Television, Print, Radio, Digital
Occupation	Journalism
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2027
NSQC Clearance Date	31/03/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 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.



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/N1909.Generate Ideas for Journalism Projects	50	50	0	0	100	25
MES/N1915.Report in a Difficult or Hostile Environment	30	70	0	0	100	25
MES/N2817.Comply with Applicable Law and Regulation	50	50	0	0	100	15
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
MES/N1933.Undertake research for Journalism projects	40	60	0	0	100	15
MES/N1930.Conduct an interview	35	65	0	0	100	10
Total	255	345	-	-	600	100



Qualification Pack

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 Qualification Framework
QP	Qualifications Pack
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

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.
Sector	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
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 performs similar or 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 that an individual must achieve when carrying out a function at 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.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task

Qualification Pack

National Occupational Standard	NOS are the occupational standards which are applied uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OSs, together with the educational training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Electives	Electives are NOS or a 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 or a 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.
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 will be helpful to anyone searching on a database to verify that this is the appropriate OS they have been looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with while carrying out the functions which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs to perform for the required standard.
Organisational Context	Organisational context includes the way the organization is structured and how it operates, including the extent of operative knowledge.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in all the work environments in today's world. In the context of the OS, these include communication related skills that are applicable to most of the job roles.