Model Curriculum

1. Editor

SECTOR: **Media and Entertainment**
SUB-SECTOR: **Film, Television, Radio, Animation, Advertising**
OCCUPATION: **Editor**
REF ID: **MES/Q1401, V.10**
NSQF LEVEL: **5**

Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

Media and Entertainment Skill Council

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Editor** QP No. '**MES/Q1401 NSQF Level 5**'

Date of Issuance: **December 15, 2016**

Valid up to: **December 15, 2017**

Authorized Signatory
Media and Entertainment Skill Council

* Valid up to the next review date of the Qualification Pack

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Editor

CURRICULUM / SYLLABUS

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

Program Name	Editor		
Qualification Pack Name & Reference ID. ID	Editor; MES/ Q 1401,		
Version No.	1.0	**Version Update Date**	As per QP
Pre-requisites to Training	10th Standard		
Training Outcomes	After completing this programme, participants will be able to: • **Understand requirements and plan workflow** • **Manage equipment & material** • **Edit the production** • **Maintain workplace health and safety**		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of "Editor" Qualification Pack issued by "Media and Entertainment Skill Council".

S. No	Module	Key Learning Outcomes	Equipments
1	**Introduction and Orientation** **Theory** 1 hours **Practical** 1 hours	• Importance of media and entertainment • Role and responsibility of sound editor • Technical terms associated sound editing	Laptop, white board, marker, projector
2	**Understand requirements and plan workflow** **Theory** 30 hours **Practical** 30 hours **Corresponding NOS** MES / N 1401	• Understand the Directors vision, creative and technical requirements and expectations in terms of quality of deliverables and timelines • Understand the way the story needs to be conveyed including the emotional graph, grammar of the scene, motivational points and need for transitions • Determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow (Supervisor) • Break-down the workflow into tasks that can be performed on a daily basis • Translate expectations into effort estimates for each process and prepare a work plan, keeping in mind the impact on the production budget, timelines and technical viability	Laptop, white board, marker, projector, editing Software (Avid, Final Cut Pro, After-effects, Quantel, Smoke, Flame, 3DS Max and sound cleaning software etc.)
3	**Manage equipment & material** **Theory** 45 hours **Practical** 45 hours **Corresponding NOS** MES / N 1402	• Gather raw footage/material (e.g. raw camera footage, dialogue, sound effects, graphics, special effects) and select relevant material that can be used for post-production • Ingest the footage/keep the material ready for the post-production process • Ensure software/equipment is ready for use (e.g. Final Cut Pro, Avid, AfterEffects and sound cleaning software) • Save back-ups for interim work-products in the appropriate file formats • Ensure final work-products are prepared in appropriate file formats (e.g. mp4, avi, wmv, mpg and mov) and appropriate medium (e.g. DVD, film, tape and digital) compatible with intended distribution/exhibition mediums • Clear logs/data and keep the software and equipment ready for future use	Laptop, white board, marker, projector, editing Software (Avid, Final Cut Pro, After-effects, Quantel, Smoke, Flame, 3DS Max and sound cleaning software etc.)
4	**Edit the production** **Theory** 30 hours	• Visualise the flow of the story idea and conceptualise possibilities • Evaluate and select the production raw material (e.g. raw camera footage, dialogue, sound effects, graphics and special effects) that can be used to create	Laptop, white board, marker, projector, editing Software (Avid, Final Cut Pro, After-effects, Quantel, Smoke, Flame, 3DS Max and sound

		the required flow	cleaning software etc.)
	Practical 30 hours **Corresponding NOS** MES / N 1403	• Manage video, sound and image assets effectively, maintaining accurate and up-to-date logs, audio track breakdowns and sound tracks • Cut, sequence and merge the material using digital software to create an output that meets guidelines and has the required attributes (e.g. pace, direction, style, mood and impact) that would appeal to the target audience (Note: Though the non-linear digital editing process has made workflow easier, lack of time and diligent application can have a major impact on the final output. Additional training can be given to resolve such issues) • In conjunction with the Director and/or Senior Producers prepare a rough cut, solicit feedback and then finalize the cut, ensuring the required standards and timelines for the deliverable are adhered to • Ensure continuity in the final output	
5	**Maintain workplace health and safety** **Theory** 10 hours **Practical** 10 hours **Corresponding NOS** MES / N 1404	• Understand and comply with the organisation's current health, safety and security policies and procedures • Understand the safe working practices pertaining to own occupation • Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises • Participate in organization health and safety knowledge sessions and drills • Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency • Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms • Identify aspects of your workplace that could cause potential risk to own and others health and safety • Ensure own personal health and safety, and that of others in the workplace though precautionary measures • Identify and recommend opportunities for improving health, safety, and security to the designated person • Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected • Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard	Laptop, white board, marker, projector, Health and Safety Signs and policy

6	Communication and Professional Skills **Theory** 04 hours **Practical** 04 Hours **Corresponding NOS** Bridge Module	• Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority	
		• Report output, efforts and schedule taken to complete the allotted task • Read and understand the script and character descriptions • Read the work plan and production schedule to ensure that progress is in line • Suggest creative ideas to the Director and Animation supervisor • Communicate clearly and collaborate effectively with colleagues who are working with the previous or next scenes/shots • Understand the modifications required from the Director, Animation • supervisor and Producer • Discuss the challenges faced during production and discuss ways to address • such challenges in future projects • Make decisions in order to be able to work collectively and independently, • where required • Understand shot break up and plan effort and time required for each element of the shot • How to plan and prioritise individual timelines and deliver on schedule • Work effectively as a member of the team and help realise overall timelines • Prioritise work-products and tasks based on requirements • Address comments and make changes • Seek assistance and guidance from the Director, Art Director and Supervisors, • where required • Improve work-products and performance based on feedback received and through self-appraisal • Understand the perspective of Client, Director, Art Director and Supervisors • and apply it to the animation being produced	Laptop, white board, marker, projector
	Total 240 hrs **Theory** **120 Hours** **Practical** **120 Hours**		

Grand Total Course Duration: **240 Hours**
*(This syllabus/ curriculum has been approved **by Media and Entertainment Skill Council)***

Editor

Trainer Prerequisites for Job role: "Editor" mapped to Qualification Pack: "MES/ Q1401, version 1.0"

Sr. No.	Area	Details
1	**Job Description**	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack "Q1401"
2	**Personal Attributes**	The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.
3	**Minimum Educational Qualifications**	Graduate/ ITI/Diploma/, from any other polytechnic/ reputed institute in the core subject
4a	**Domain Certification**	Certified for Job Role: "Editor" mapped to QP: "MES/Q1401", version 1.0. Minimum accepted score as per SSC guidelines is 80%.
4b	**Platform Certification**	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "SSC/Q1402" with scoring of minimum 80%.
5	**Experience**	The candidate should have a minimum of 3 years of work experience in the same job role. He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.

Annexure: Assessment Criteria

Assessment Criteria for Editor	
Job Role	Editor
Qualification Pack	MES/Q1401, version 1.0
Sector Skill Council	Media and Entertainment Skill Council

Sr. No.	Guidelines for Assessment
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	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessment Outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
MES/ N 1401 (Understand requirements and plan workflow)	PC1. Understand the Directors vision, creative and technical requirements and expectations in terms of deliverables and timelines	100	20	10	50
	PC2. Understand the way the story needs to be conveyed including the emotional graph, grammar of the scene, motivational points and need for transitions		20	10	
	PC3. Determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow (Supervisor)		20	10	
	PC4. Break-down the workflow into tasks that can be performed on a daily basis		20	10	
	PC5. Translate expectations into effort estimates for each process and prepare a work plan, keeping in mind the impact on the production budget, timelines and technical viability (Supervisor)		20	10	
		Total	100	50	50

Assessment Outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
MES/ N 1402 (Manage equipment & material)	PC1. Gather raw footage/material and select relevant material that can be used for post-production	100	40	20	50
	PC2. Ingest the footage/keep the material ready for the post-production process		25	10	
	PC3. Ensure software/equipment is ready for use (e.g. Final Cut Pro, Avid, After-Effects and sound cleaning software)		10	5	
	PC4. Save back-ups for interim work-products in the appropriate file formats		10	5	
	PC5. Ensure final work-products are prepared in appropriate file formats (mp4, avi, wmv, mpg, mov etc.) and appropriate medium (DVD, film, tape, digital etc.) compatible with intended distribution/exhibition mediums		10	5	
	PC6. Clear logs/data and keep the software and equipment ready for future use		5	5	
		Total	100	50	50

Assessment Outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
MES/ N 1403 (Edit the production)	PC1. Visualise the flow of the story idea and conceptualise possibilities	100	25	10	50
	PC2. Evaluate and select the production raw material (raw camera footage, dialogue, sound effects, graphics, special effects etc.) that can be used to create the required flow		20	10	
	PC3. Manage video, sound and image assets		20	10	

	effectively, maintaining accurate and up-to-date logs, audio track breakdowns and sound tracks.				
	PC4. Cut, sequence and merge the material using digital software to create an output that meets guidelines and has the required attributes (pace, direction, style, mood, impact etc.) that would appeal to the target audience		15	10	
	PC5. Prepare a rough cut to ensure the required standards for the deliverable are adhered to		10	5	
	PC6. Ensure continuity in the final output		10	5	
		Total	100	50	50

Assessment outcomes	Assessment criteria for outcomes	Marks Allocation		
		Total mark	**Out of**	**Theory**	**Skills Practical**
MES/ N 1404 (Maintain workplace health and safety)	PC1. Understand and comply with the organisation's current health, safety and security policies and procedures		10	5	
	PC2. Understand the safe working practices pertaining to own occupation		10	5	
	PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises		5	3	
	PC4. Participate in organization health and safety knowledge sessions and drills		5	2	
	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency		10	5	
	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	100	10	5	50
	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety		10	5	
	PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures		10	5	
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person		5	3	
	PC10. Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected		10	5	
	PC11. Follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard		10	5	
	PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	
		Total	100	50	50

Editor