What are Occupational Standards(OS)?

➢ OS describe what individuals need to do, know and understand in order to carry out a particular job role or function

➢ OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:

Media &Entertainment Skills Council

E-mail:
info@mescindia.org

Contents

Introduction

Qualifications Pack-Editor

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Film, Television, Animation, Advertising

OCCUPATION: Editor

REFERENCE ID: MES/Q1401

ALIGNED TO: NCO-2015/2641.0300

Editor in the Media & Entertainment Industry is also known as a Video Editor/ Sound Editor

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

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

Qualifications Pack Code	MES/Q1401		
Job Role	**Editor** This job role is applicable in both national and international scenarios		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	16/11/2014
Sub-sector	Film, Television, Animation, Advertising	Last reviewed on	20/03/2018
Occupation	Post Production	Next review date	20/06/2021
NSQC Clearance on	22/08/2019		

Job Details

| Job Role	Editor
Role Description	Cut, sequence and merge production raw material into a sequential output
NSQF level	4
Minimum Educational Qualifications Maximum Educational Qualifications	Graduate Post-graduate in Fine Arts, Film
Prerequisite License or Training	Non-linear Editing software such as Avid and Final Cut Pro Sound cleaning software Degree in Film editing/ equivalent
Minimum Job Entry Age	18 years
Experience	3-5 Years of work experience 1-3 Years for Junior Editors
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. MES/N1401 (Understand requirements and plan workflow) 2. MES/N1402 (Manage equipment & material) 3. MES/N1403 (Edit the production) 4. MES/N0104 (Maintain workplace health and safety) **Optional:** N.A.
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Colour grading	Colour grading is the process of modifying/enhancing the colour of productions
Compositing	Compositing is the process of combining layers of images/elements into a single frame
Computer-generated effects	Computer-generated effects is the process of creating illusionary images for use in productions
Creative Brief	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
Digital Intermediate	Digital Intermediate is the process of altering the colour characteristics of a digital version of the production
Editing	Editing is the process of organizing, cutting and putting together audio, visual footage to prepare an accurate, condensed and consistent final output that communicates the expected content
Footage	Recorded medium in any media
Ingest	Ingest is the process of importing the relevant audio visual files and/or images to the computer's hard disk and uploading them to the editing software
Modeling	Modeling is the process of creating three-dimensional models for animation using a specialised software application.
Rendering	Rendering is the process of converting three-dimensional models into two-dimensional images with 3D effects
Rotoscopy	Rotoscopy is the process of breaking down content into individual frames, tracing out individual images and altering content according to requirements
Screen conversion	Screen conversion is the process of conversion from 2D to 3D
Sound editing	Editing of sound materials with/ without visuals
Visual effects	Visual effects is the process of integrating live-action footage with computer-generated effects
Timelines	It is a basic part of editing software to view/ cut material
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.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry
Function	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.

Definitions

Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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 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
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	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.

Acronyms

Keywords /Terms	Description
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

National Occupational Standard
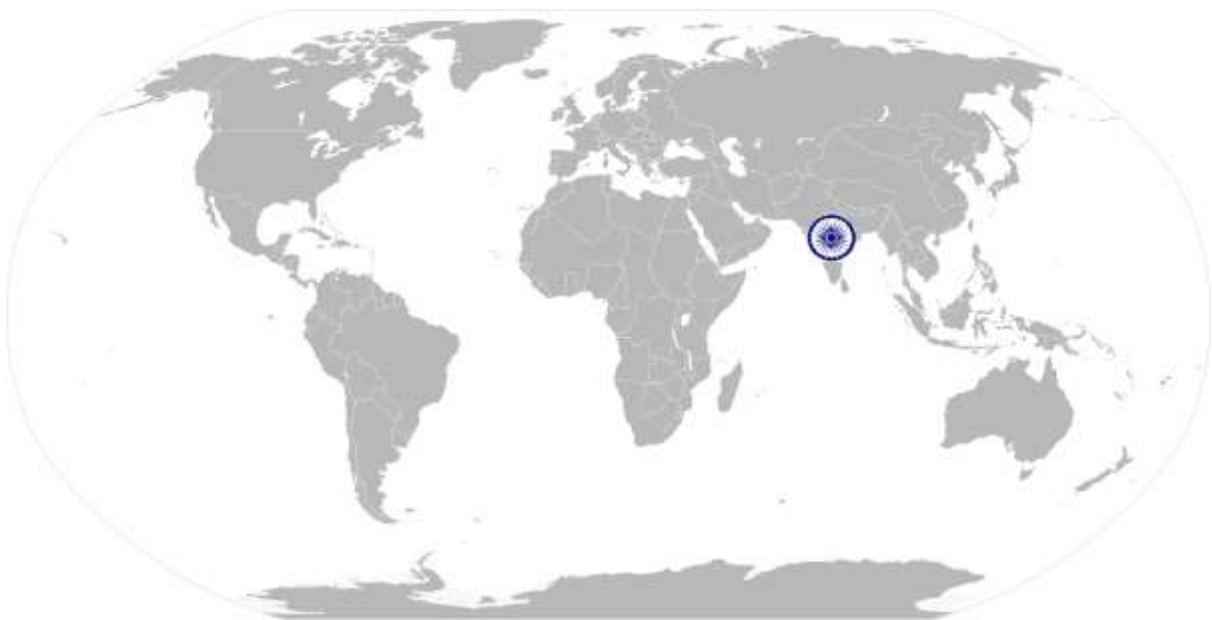
Overview

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

National Occupational Standard

Unit Code	MES/N1401
Unit Title (Task)	**Understand requirements and plan workflow**
Description	This OS unit is about understanding the post-production requirements and planning the process and workflow
Scope	This unit/task covers the following: • Understanding requirements for post-production • Constructing an approach and plan the process • Preparing and finalising effort estimates and work plan

Performance Criteria (PC) w.r.t. the Scope

Element	Performance Criteria
Understanding requirements for post-production	To be competent, the user/individual on the job must be able to: PC1. understand the directors vision, creative and technical requirements and expectations in terms of quality of deliverables and timelines PC2. understand the way the story needs to be conveyed including the emotional graph, grammar of the scene, motivational points and need for transitions
Constructing an approach and plan the process	PC3. determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow (supervisor) PC4. break-down the workflow into tasks that can be performed on a daily basis
Preparing and finalising effort estimates and work plan	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

Knowledge and Understanding (K)

|	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. production vision, objectives, expected output, distribution/exhibition channels KA2. post-production objectives, expected outcomes and quality standards KA3. the technical, budget and time constraints applicable KA4. established data management and work flow systems KA5. how to maintain quality control as production scales
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. post-production techniques that would apply to the current production KB2. the equipment and specialized software required e.g. avid, final cut pro, after-effects, quantel, smoke, flame, 3ds max and sound cleaning software KB3. how to install the latest software patch updates so as to improve the workflow KB4. how to translate script requirements and post-production objectives into a schedule that could cover the workflow, key activities, deliverables and timelines KB5. the implications of each activity on time, materials, equipment, manpower and budget KB6. the impact of each activity on the entire process workflow (Supervisor) KB7. How to optimize the output, based on the production need

	KB8. how to estimate the cost and time it would take to keeping in mind the intended visual style
	KB9. how to differentiate between a creative call and technical requirement
	KB10. domestic and international post-production best practices prevalent in the industry
	KB11. applicable copyright norms and intellectual property rights
	KB12. applicable health and safety guidelines pertaining to working for long periods on edit machines
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. document post-production requirements that can serve as a reference document for circulation to the team SA2. document decisions on the processes involved and techniques to be used with reasons thereof SA3. document the project work-plan including the schedule key deliverables, resources involved and timelines (supervisor) SA4. document dos and don'ts for different machines and software for reference of the team SA5. document other areas (e.g. requirements of the target audience, market, end-product, reference links and videos) that may be relevant for the team
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA6. read and understand the script and determine requirements SA7. read about emerging techniques in post-production SA8. read user manuals for equipment and software SA9. read about the tastes and preferences of the target audience and the market where the end-product intends to be distributed
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA10. understand the creative vision of the Director and Producer, and work to resolve any issues SA11. communicate with team members, relay instructions, collaborate and resolve issues with members of the post-production team handling different aspects/processes to determine the effort involved for the activities that would need to be performed (Supervisor)
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. plan the activities, workflow, resourcing and timelines in accordance to the creative and technical requirements SB2. use time management techniques so that the scheduled time is not exceeded SB3. manage deadlines successfully--on time SB4. work well in a fast-paced environment
	Problem Solving

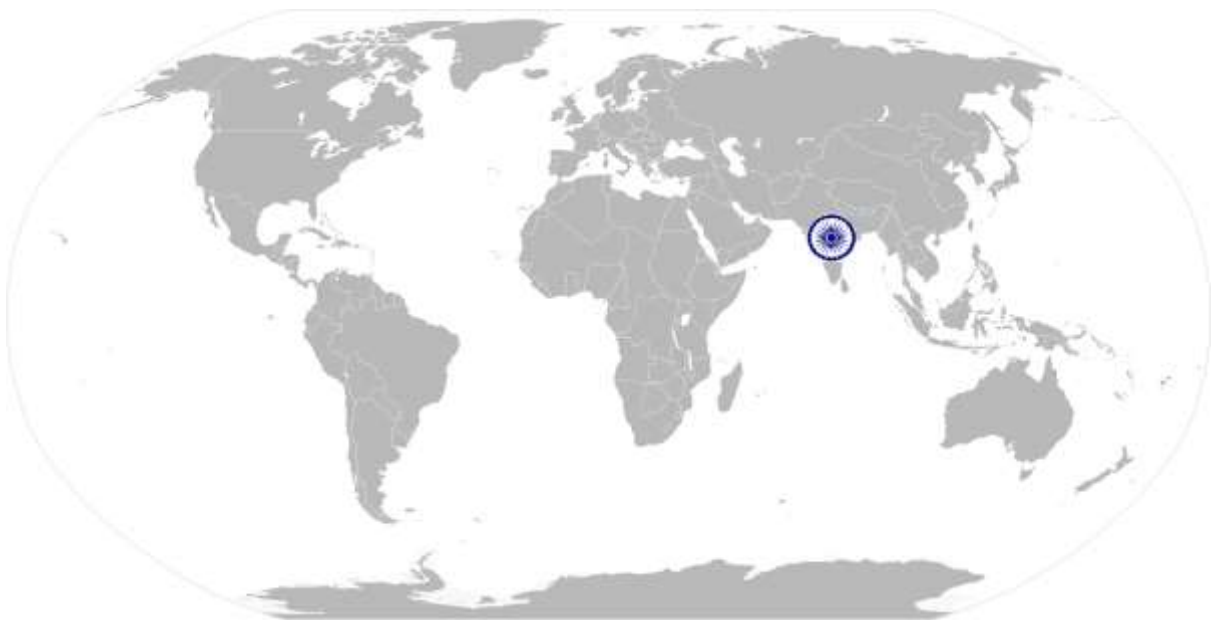|	The user/individual on the job needs to know and understand how to:
	SB1. identify any issues that may arise during post-production and find solutions to address them
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB2. have a keen eye for detail and maintain an aesthetic sense towards the final output
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB3. appraise the quality of the raw footage gathered to ensure it is in line with the initial concept and quality standards
	Decision making
	The user/individual on the job needs to know and understand how to:
	SB4. make decisions on the requirements and project workflow that supports the given project
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB5. plan a worlflow that supports and suits the clients idea, theme and message.
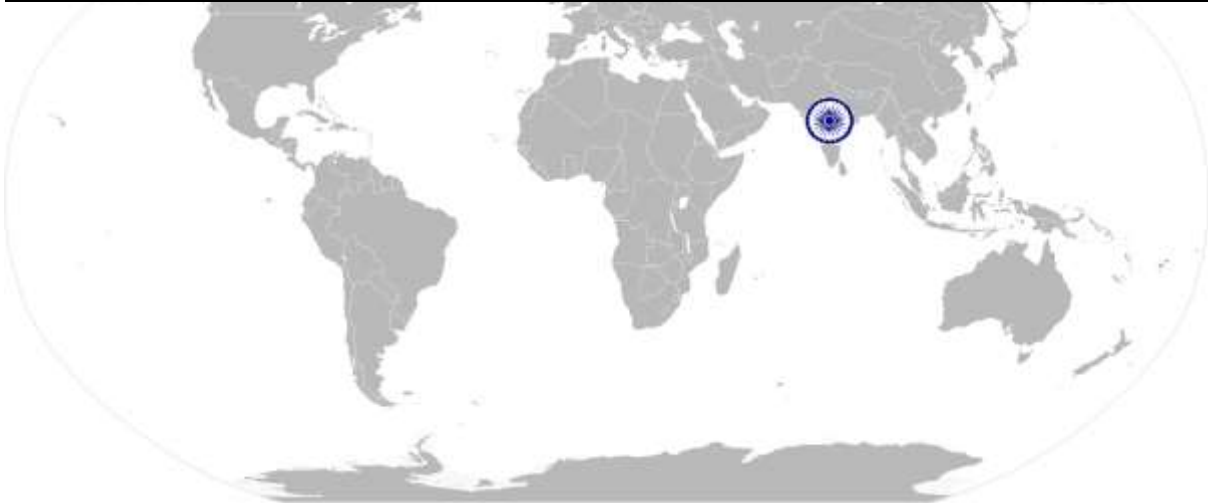
NOS Version Control

NOS Code	MES/N1401		
Credits(NSQF)	TBD	**Version number**	1.0
Sector	Media and Entertainment	**Drafted on**	16/11/2014
Sub-sector	Film, Television, Animation, Advertising	**Last reviewed on**	20/03/2018
Occupation	Post Production	**Next review date**	20/06/2021

National Occupational Standard

Overview

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

Unit Code	MES/N1402
Unit Title (Task)	**Manage equipment & material**
Description	This OS unit is about managing equipment and material throughout the post-production process
Scope	This unit/task covers the following: • Preparing materials and equipment for the post production process • Managing interim work-products during post-production • Ensuring work-products are distribution/exhibition ready as per the required technical specifications

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Preparing materials and equipment for the post production process	To be competent, the user/individual on the job must be able to: PC1. gather raw footage/material (e.g. raw camera footage, dialogue, sound effects, graphics, special effects) and select relevant material that can be used for post-production PC2. ingest the footage/keep the material ready for the post-production process PC3. ensure software/equipment is ready for use (e.g. final cut pro, avid, after-Effects and sound cleaning software)
Managing interim work-products during post-production	PC4. save back-ups for interim work-products in the appropriate file formats
Ensuring work-products are distribution/exhibition ready as per the required technical specifications	PC5. 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 PC6. clear logs/data and keep the software and equipment ready for future use

Knowledge and Understanding (K)	
B. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. the purpose and intended use of the end-product KA2. the creative and technical specifications of the work-product, including the quality standards expected of the final output KA3. the intended distribution/exhibition mediums for the production KA4. established data management and work flow systems KA5. how to maintain quality control as production scales
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. how to work on relevant equipment and software e.g. Final Cut Pro, Avid, After-Effects and sound cleaning software KB2. the format, resolution and quality in which the material would need to be ingested, based on the intended final output

	KB3.	how to identify issues with the raw material/footage prior to, or during, the ingest process
	KB4.	the storage media relevant to the type of production
	KB5.	file-naming conventions appropriate to the production
	KB6.	how to keep abreast of changes in technology and update skills accordingly
	KB7.	applicable health and safety guidelines

Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. prepare documentation, including charts, to accompany the work-product
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read and understand the user and technical specifications of equipment and software SA3. gather and watch raw footage/material including raw camera footage, dialogue, sound effects, graphics and special effects SA4. gather references of work-products and productions that could provide ideas and help conceptualise possibilities for post-production
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. discuss and understand requirements and specifications from the Producer, Director and Supervisor SA6. discuss any problems with the footage that could impact the post-production process and solicit suggestions for resolving them
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. plan and prioritise work according to the requirements SB2. manage deadlines successfully--on time SB3. work well in a fast-paced environment
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. highlight any issues (such as visual and sound quality) with the raw material that may impact the post production process and take pro-active steps to resolve them SB5. identify and resolve commonly occurring issues in the equipment
	Decision making
	The user/individual on the job needs to know and understand how to: SB6. decide on the incorporated materials compatibility with the intended distribution media and viewing platform(s)
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB7. collaborate and cooperate with the client in a creative conversation around their ideas SB8. ensure the material you incorporate matches the client's requirements
	Critical Thinking

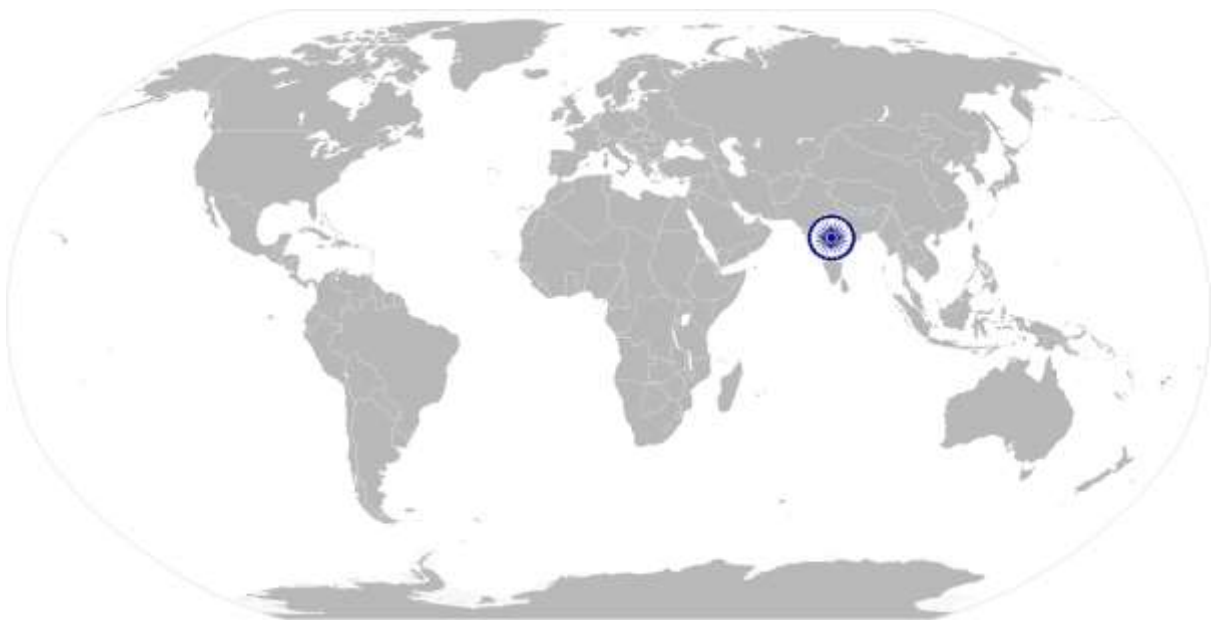|	The user/individual on the job needs to know and understand how to:
	SB9. develop ideas that have not yet been thought of that help tell the story
	SB10. make critical assessment of graphical elements as they convey the story and key messages or not or they reflect the characteristics intended by the producer, director or client or not and deliver a feel that suits the genre or not
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB11. how to assess quality of material and equipment to expected artistic and technical standards

NOS Version Control

NOS Code	MES/N1402		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	16/11/2014
Sub-sector	Film, Television, Animation, Advertising	Last reviewed on	20/03/2018
Occupation	Post Production	Next review date	20/06/2021

National Occupational Standard

Overview

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

Unit Code	MES/N1403
Unit Title (Task)	**Edit the production**
Description	This OS unit is about cutting production raw material and arranging them on a timeline to create a sequential output that meets production requirements
Scope	This unit/task covers the following: - Preparing to edit the production - Editing and preparing the final output

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Preparing to edit the production	To be competent, the user/individual on the job must be able to: PC1. visualise the flow of the story idea and conceptualise possibilities PC2. 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 the required flow PC3. manage video, sound and image assets effectively, maintaining accurate and up-to-date logs, audio track breakdowns and sound tracks
Editing and preparing the final output	PC4. 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) PC5. 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 PC6. ensure continuity in the final output

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. production vision, objectives, expected output and distribution/exhibition channels KA2. the technical, budget and time constraints applicable KA3. the creative and technical specifications of the work-product, including the quality standards expected of the final output KA4. established data management and work flow systems KA5. how to maintain quality control as production scales
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. editing theories, conventions and techniques of video editing including splicing, cutting to sound-track, synchronizing and sequencing KB2. sound editing processes including dubbing, track laying, mixing in various formats and sound design KB3. merging and synchronising techniques such as cutting, dissolving, fading and wipes KB4. the basics of editing and principles of continuity/ discontinuity

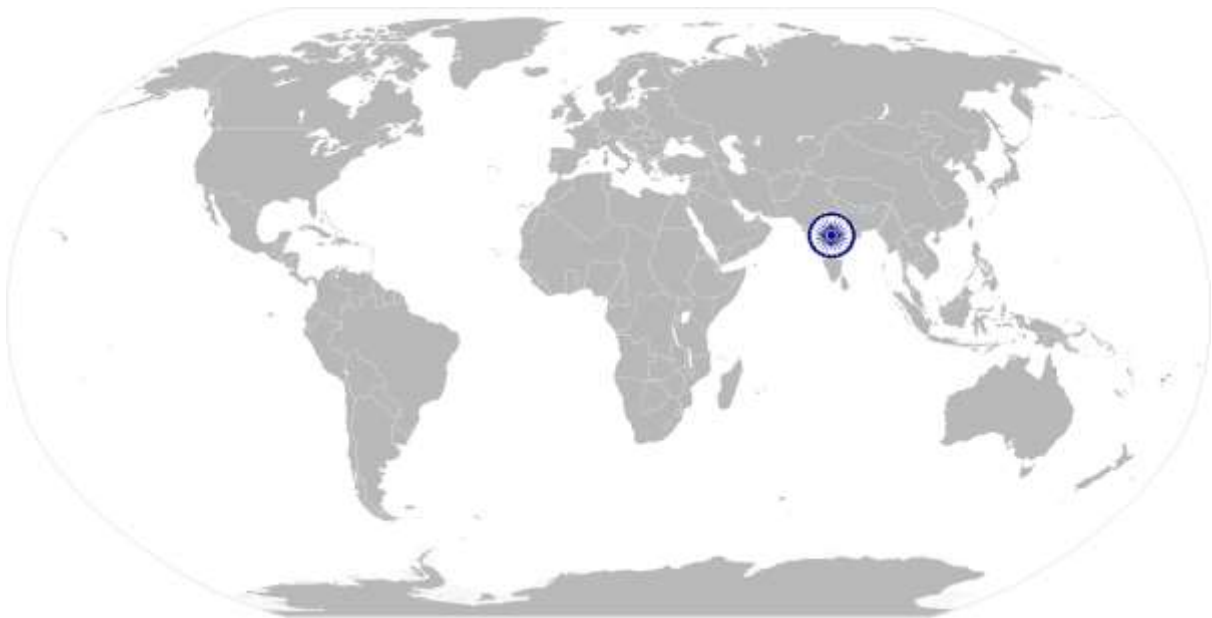|	
	KB5. how to select the raw material in accordance to production requirements
	KB6. how to re-arrange the sequence of material in accordance to requirements of the genre
	KB7. how to work with editing software such as Avid, Final Cut Pro, After Effects and sound cleaning software
	KB8. how to edit fact-based information without any personal bias
	KB9. how to perform live editing
	KB10. domestic and international post production best practices prevalent in the industry
	KB11. how to save interim and final deliverables in the required format using appropriate file naming conventions
	KB12. the implication of the format on the quality of the end-product
	KB13. appropriate modifications/ alternatives based on any constraints/ limitations
	KB14. applicable health and safety guidelines
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. document notes on the creative possibilities for editing and arranging fgootage, for use during the editing process SA2. document notes and specifications for guidance and reference during other post production processes such as colour grading, computer-generated effects, compositing and rendering
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. read and understand the script and determine requirements SA4. gather and watch raw footage/material including raw camera footage, dialogue, sound effects, graphics and special effects SA5. gather suitable references from various sources for use during production SA6. research attributes of the genre, language, culture, region of the production to determine aspects that may need to be reflected in the final output
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA7. understand the creative vision, editing requirements (the way the story needs to be conveyed) and the creative and technical requirements that need to be complied with, from the director/ producer SA8. discuss interim/final work-products with the director and producer and solicit their feedback on improvements that can be made to make sure the initial version is coming out as planned SA9. liaise with relevant people in a way that supports the production process, such as director, sound designer, composer or animator
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. plan and prioritise work according to the requirements SB2. manage deadlines successfully--on time SB3. work well in a fast-paced environment

	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB4. address comments on the interim/final work-products and make changes accordingly
	SB5. communicate any issues with progress, quality or work methods in a way that has a positive impact on workflow and enables others to act on that information and resolve problems
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB6. have a keen eye for detail and maintain an aesthetic sense towards colour grading, vfx components and software capabilities of the final output
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB7. appraise the quality of own work to ensure it is in line with the expected quality standards
	SB8. develop innovative editing practices or new ideas that help tell the story or solve a problem or improve product results
	SB9. propose changes that may be needed in order to make the idea more technically or commercially viable
	Decision making
	The user/individual on the job needs to know and understand how to:
	SB10. evaluate shots and scenes for their role in the story and Make critical and technical judgements about quality and decide accordingly
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB11. work closely with the client to understand the artistic or communication aims of the project
	SB12. respond positively to feedback and identify how to make changes required

NOS Version Control

NOS Code	MES/N1403		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	16/11/2014
Sub-sector	Film, Television, Animation, Advertising	Last reviewed on	20/03/2018
Occupation	Post Production	Next review date	20/06/2021

National Occupational Standard

Overview

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

National Occupational Standard

Unit Code	MES/N0104
Unit Title (Task)	**Maintain workplace health and safety**
Description	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
Scope	This unit/task covers the following: • Understanding the health, safety and security risks prevalent in the workplace • Knowing the people responsible for health and safety and the resources available • Identifying and reporting risks • Complying with procedures in the event of an emergency

Performance Criteria (PC) w.r.t. the Scope

Element	Performance Criteria
Understanding the risks prevalent in the workplace	To be competent, the user/individual on the job must be able to: PC1. understand and comply with the organisation's 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	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	PC7. identify aspects of your workplace that could cause potential risk to own and others health and safety PC8. ensure own personal health and safety, and that of others in the workplace though precautionary measures PC9. identify and recommend opportunities for improving health, safety, and security to the designated person PC10. report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected
Complying with procedures in the event of an emergency	PC11. follow organisation's 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 individual's authority

Knowledge and Understanding (K)

| **A. Organizational Context** (Knowledge of the company / organization and its processes) | The user/individual on the job needs to know and understand:
KA1. Organisation's norms and policies relating to health and safety
KA2. Government norms and policies regarding health and safety and related emergency procedures
KA3. limits of authority while dealing with risks/ hazards
KA4. the importance of maintaining high standards of health and safety at a workplace |

B. Technical Knowledge	The user/individual on the job needs to know and understand:
	KB1. the different types of health and safety hazards in a workplace
	KB2. safe working practices for own job role
	KB3. evacuation procedures and other arrangements for handling risks
	KB4. names and contact numbers of people responsible for health and safety in a workplace
	KB5. how to summon medical assistance and the emergency services, where necessary
	KB6. vendors' or manufacturers' instructions for maintaining health and safety while using equipments, systems and/or machines

Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to:
	SA1. how to write and provide feedback regarding health and safety to the concerned people
	SA2. how to write and highlight potential risks or report a hazard to the concerned people
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA3. read instructions, policies, procedures and norms relating to health and safety
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA4. highlight potential risks and report hazards to the designated people
	SA5. listen and communicate information with all anyone concerned or affected
B. Professional Skills	**Decision making**
	The user/individual on the job needs to know and understand how to:
	SB1. make decisions on a suitable course of action or plan
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB3. apply problem solving approaches in different situations
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB4. understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority
	SB5. apply balanced judgements in different situations
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB6. build and maintain positive and effective relationships with colleges and customers
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB7. analyze data and activites

NOS Version Control

NOS Code	MES/N0104		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	16/11/2014
Sub-sector	Film, Television, Animation, Advertising	Last reviewed on	20/03/2018
Occupation	Post Production	Next review date	20/06/2021

Annexure

Nomenclature for QP and NOS

Qualifications Pack

9 characters
MES/ Q 0101

MES denotes the Media and Entertainment Sector

Q denoting Qualifications Pack

QP number (2 numbers)

Occupation (2 numbers)

Occupational Standard

An example of NOS with 'N'

9 characters
MES / N 0101

MES denotes the Media and Entertainment Sector

N denoting National Occupational Standard

OS number (2 numbers)

Occupation (2 numbers)
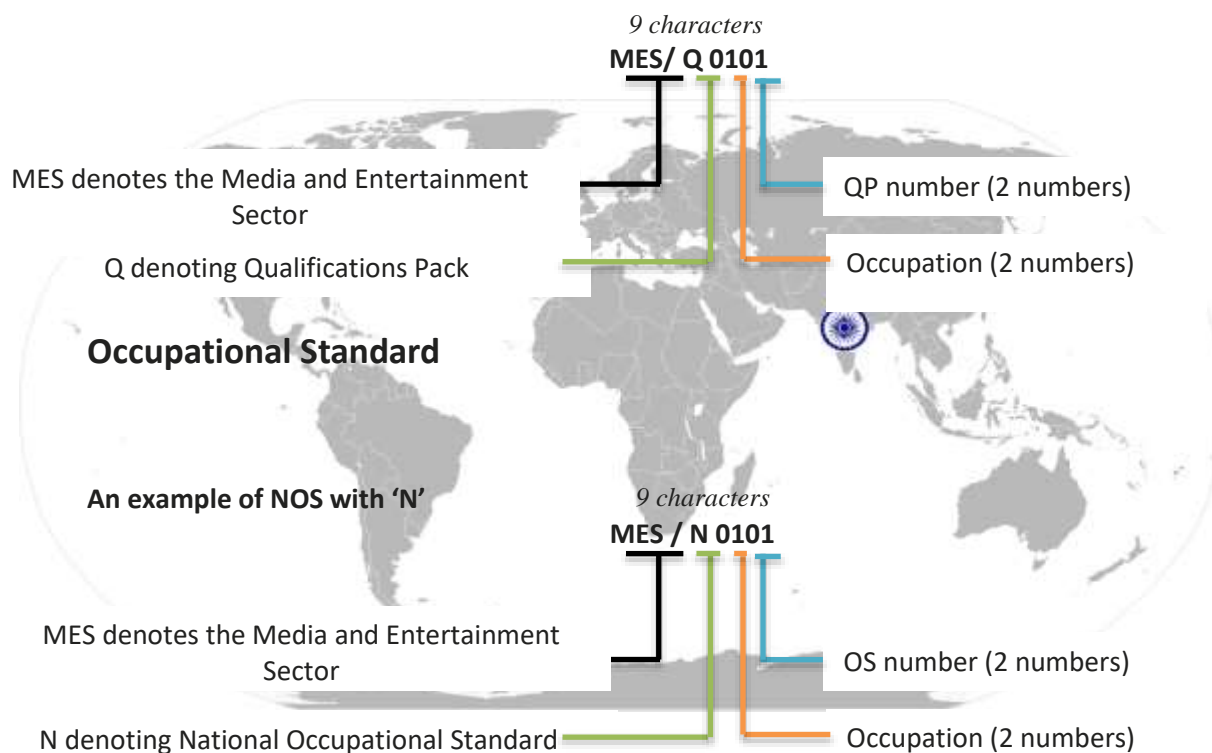
Back to top…

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Film	01-30
Television	31-40
Print	41-45
Animation	46-55
Gaming	56-65
Radio	66-70
Digital	71-80
OOH	81-90
Advertising	91-99

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether **QP** or **NOS**	Q
Next two numbers	Post Production	14
Next two numbers	QP number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Editor
Qualification Pack: MES/Q1401
Sector Skill Council: Media and Entertainment Skills Council

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 & Practical part will be based on knowledge bank of questions created by the AA and approved by 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% cumulatively (Theory and Practical).
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation		
			Out Of	Theory	Skills Practical
MES/N1401 (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
	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	

MES/N1402 (Manage equipment & material)	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
MES/ N 1403 (Edit the production)	PC1. Visualise the flow of the story idea and conceptualise possibilities		25	10	
	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 effectively, maintaining accurate and up-to-date logs, audio track breakdowns and sound tracks.	100	20	10	50
	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
MES/N0104 (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	100	10	5	50
	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	
	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