

Model Curriculum

1. Sound Editor

SECTOR: Media and Entertainment

SUB-SECTOR: Film, Television, Radio, Animation, Advertising

OCCUPATION: Sound Editor

REF ID: MES/Q3404, V.10

NSQF LEVEL: 4



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: 'Sound Editor' QP No. 'MES/Q3404 NSQF
Level 4'

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

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

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



Authorized Signatory
Media and Entertainment Skill Council

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Sound Editor

CURRICULUM / SYLLABUS

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

Program Name	Sound Editor		
Qualification Pack Name & Reference ID. ID	Sound Editor; MES/ Q 3404,		
Version No.	1.0	Version Update Date	
Pre-requisites to Training	Class 10 th		
Training Outcomes	After completing this programme, participants will be able to: <ul style="list-style-type: none"> • Edit Sound • Maintain workplace health and safety 		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Sound 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	<ul style="list-style-type: none"> Importance of media and entertainment Role and responsibility of sound editor Technical terms associated sound editing 	Laptop, white board, marker, projector
2	Edit Sound Theory 30 hours Practical 30 hours Corresponding NOS MES / N 3408	<ul style="list-style-type: none"> Identify/align/organise unedited sound materials, and check sound equipment/editing facilities in preparation for editing Verify the technical/creative quality of sound sources and whether they meet production standards, propose options to resolve issues as required Critically listen to sound sources to determine the extent and range of required edits w.r.t. the format of the end-product Cut and synchronise the sound sources, removing any extraneous background sounds in preparation for final sound mixing Manage the creative/technical quality check of the final sound edit in line with enterprise procedures and production requirements Organise the digitisation and transfer of sound sources to appropriate equipment, ensuring that the requirements for digital storage and formatting are met 	Laptop, white board, marker, projector, Sound editing Software (Avid, Audacity, Goldwave etc.)
3	Document And Store Media Theory 45 hours Practical 45 hours Corresponding NOS Bridge Module	<ul style="list-style-type: none"> Keep an accurate, concise, legible and up-to-date log in the required format Keep a log which accurately and succinctly shows complete details of the setup and selected takes, and indicates their quality and acceptability. Show, the correct title of production, the date when the material was created, and any other relevant details on accurate and up-to-date labels Label the recorded medium clearly and confirm that the medium and its container carry identical marks Safeguard materials for future use where commercially important Store recordings, back-up recordings and related materials securely and safely 	Laptop, white board, marker, projector, Sound editing Software (Avid, Audacity, Goldwave etc.)
4	Mix Sound Theory 30 hours	<ul style="list-style-type: none"> Select valid criteria and use reliable methods to assess the sources required for the final mix Confirm that sound sources have the 	Laptop, white board, marker, projector, Sound editing Software (Avid, Audacity, Goldwave etc.)

	<p>Practical 30 hours</p> <p>Corresponding NOS Bridge Module</p>	<p>desired intelligibility, position and image in terms of the required sound</p> <ul style="list-style-type: none"> • Ensure that stereo and multi-channel sound sources have the required compatibility, where appropriate • Control the level of the composite signal within technical limits and within the desired dynamic range • Manipulate sound sources to achieve the level, balance, tonal quality, perspective and dynamic range appropriate to the required sound • Create the sound mix within production constraints • Create a sound mix which is appropriate to the context in which it will be heard • Accurately identify and promptly correct any problems in creating the mix, minimising disruption to contributors and colleagues • Ensure that tracks and mixes are organised in a way that is suitable for later use in editing • Ensure that any paperwork is accurate, legible and conforms with conventions that will be understood by other mixers, sound technicians etc. • Efficiently communicate with sound or other crew regarding equipment positioning and requirements • Respond to and interpret suggestions from the contributor, colleagues, client or production during sound mixing, clarify any ambiguities or misunderstandings, and take appropriate action • Explain clearly any problems with the sound mix, and offer realistic options 	
5	<p>Maintain workplace health and safety</p> <p>Theory 10 hours</p> <p>Practical 10 hours</p> <p>Corresponding NOS MES / N 3409</p>	<ul style="list-style-type: none"> • 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, 	Laptop, white board, marker, projector, Health and Safety Signs and policy

		<p>and that of others in the workplace though precautionary measures</p> <ul style="list-style-type: none"> • 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 • Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority 	
6	<p>Communication and Professional Skills</p> <p>Theory 04 hours</p> <p>Practical 04 Hours</p> <p>Corresponding NOS Bridge Module</p>	<ul style="list-style-type: none"> • 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 Duration 240 hrs Theory 120 Hours Practical 120 Hours		
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Grand Total Course Duration: **240 Hours**

(This syllabus/ curriculum has been approved by Media and Entertainment Skill Council)

Trainer Prerequisites for Job role: “Sound Editor” mapped to Qualification Pack: “MES/ Q3404, 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 “Q3404”
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/AMT, from any other polytechnic/ reputed institute in the core subject
4a	Domain Certification	Certified for Job Role: “Sound Editor” mapped to QP: “MES/Q3404”, 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 Sound Editor	
Job Role	Sound Editor
Qualification Pack	MES/Q3404, 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

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Assessment Outcome	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
MES/ N 3408 (Edit sound)	PC1. Identify/align/organise unedited sound materials, and check sound equipment/editing facilities in preparation for editing	100	15	10	60
	PC2. Verify the technical/creative quality of sound sources and whether they meet production standards, propose options to resolve issues as required		10	5	
	PC3. Critically listen to sound sources to determine the extent and range of required edits w.r.t. the format of the end-product		10	5	
	PC4. Cut and synchronise the sound sources, removing any extraneous background sounds in preparation for final sound mixing		20	5	
	PC5. Manage the creative/technical quality check of the final sound edit in line with enterprise procedures and production requirements		15	5	
	PC6. Organise the digitisation and transfer of sound sources to appropriate equipment, ensuring that the requirements for digital storage and formatting are met		30	10	
		Total	100	40	60
MES/ N 3409 (Maintain workplace health and safety)	PC1. Understand and comply with the organisation's current health, safety and security policies and	100	1	5	50
	PC2. Understand the safe working practices pertaining to		1	5	
	PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which		5	3	
	PC4. Participate in organization health and safety		5	2	
	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an		1	5	
	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and		1	5	
	PC7. Identify aspects of your workplace that could cause		1	5	
	PC8. Ensure own personal health and safety, and that of		1	5	
	PC9. Identify and recommend opportunities for improvement		5	3	
	PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who		1	5	
	PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a		1	5	
	PC12. Identify and correct risks like illness, accidents, fire or any other natural calamity safely and within the limits		5	2	