

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

What are Occupational Standards(OS)?

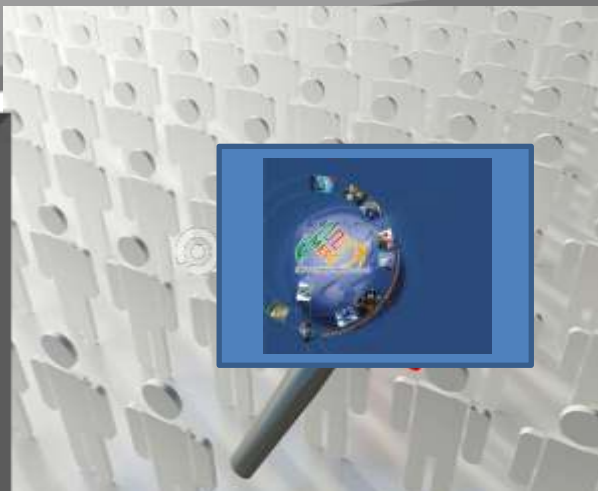
- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack-Sound Editor

SECTOR: MEDIA AND ENTERTAINMENT

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

OCCUPATION: Sound Editor

REFERENCE ID: MES/Q3404

ALIGNED TO: NCO-2015/2153.0501

Sound Editor in the Media & Entertainment Industry is also known as a Dialogue/Sound/Foley Effects Editor or Supervising Sound Editor

(For Film, there will be at least one of each editor- Dialogue, Effect, Foley, along with a supervising Sound Editor/Designer to manage them and deliver the end product)

Brief Job Description: Individuals at this job are responsible for preparing, organizing and editing sound sequences that meet the quality standards and requirements of production.

Personal Attributes: This job requires the individual to know how to operate a range of sound equipment and software. Depending on the size of the production, the individual may have to delegate to/supervise several Sound Editing Assistants or Sound Specialists. The individual must be well-versed in the principles of acoustics, psychoacoustics and aural discrimination. The individual must be able to select sound sources and apply various editing techniques and treatments to create quality end-products that meet production requirements.

Job Details

Qualifications Pack Code	MES/Q3404		
Job Role	Sound 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	08/11/2014
Sub-sector	Film, Television, Radio, Animation, Gaming, Advertising	Last reviewed on	26/11/2018
Occupation	Sound	Next review date	20/06/2021
NSQC Clearance on	22/08/2019		

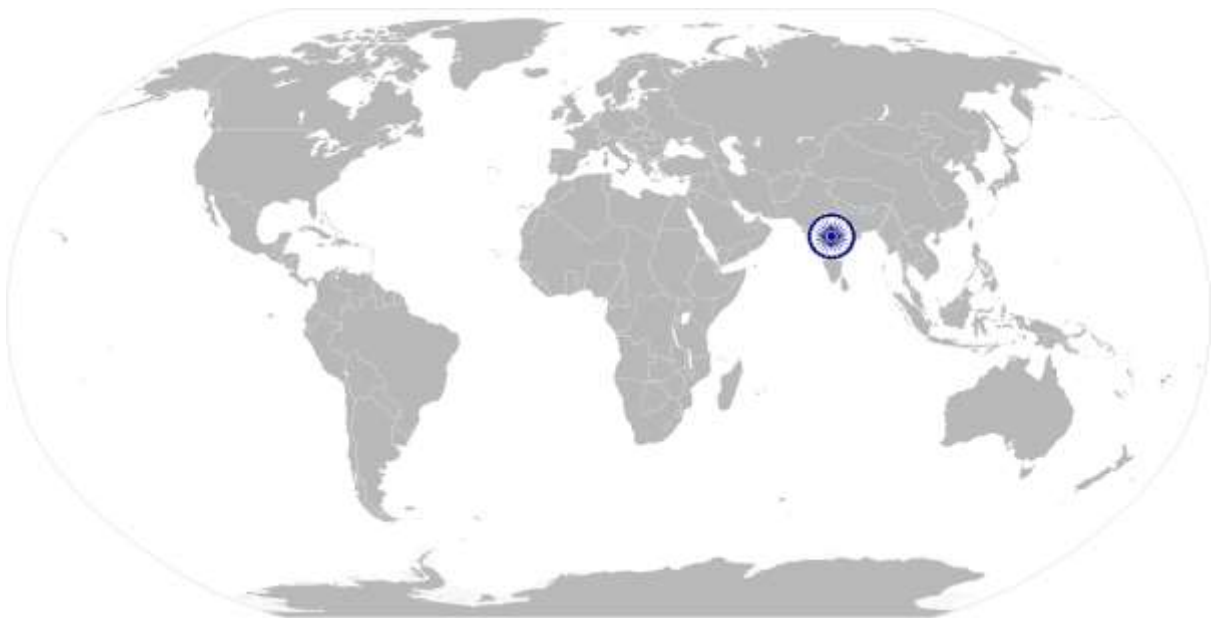
Job Role	Sound Editor
Role Description	Edit sound sources to create required end-products
NSQF level	5
Minimum Educational Qualifications	Class XII, preferably with a background in physical sciences
Maximum Educational Qualifications	Graduation, preferably in Arts/Technology
Prerequisite License or Training	Sound mixing and sound editing software Formal film education (optional)
Experience	5+ Years of work experience, with experience in post-production sound editing
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> MES/N3408 (Edit sound) MES/N3411 (Document and store media) MES/N3412 (Mix sound) MES/N0104 (Maintain workplace health and safety) Optional: N.A.
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Acoustics	Acoustics is the science of sound production, creation of effects and their transmission
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Continuity	Continuity represents the seamless transition from one shot to another
Copyright Laws	A legal framework linked to intellectual property and the rights given to creators of original products/ concepts
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.
Psychoacoustics	Psychoacoustics is the study of the psychological and physiological responses to sound.
Target Audience	Group of people at whom content/ advertising is aimed. A target audience is typically defined by age, gender, economic classification, geography and any other relevant parameters (e.g. Females, aged 25-40, average monthly household income INR 25,000-50,000, from Hindi speaking states in North India)
Timelines	Timelines is a listing of dates by which the production milestones/stages need to be completed
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.
Sound concept	Sound concept is a description of the overall sound experience for the production
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.
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.
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 the 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 the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization 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	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.
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 editing different sound sources in accordance with production requirements



MES/N3408



Edit sound

Unit Code	MES/N3408
Unit Title (Task)	Edit sound
Description	This OS unit is about editing different sound sources in accordance with production requirements
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Edit various sound sources (live or pre-recorded music, atmosphere tracks, dialogue, foley effects, live/pre-recorded/electronic sound effects tracks; end-products could include sound tracks, films, interviews, documentaries, news broadcasts, radio programmes)
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Edit various sound sources	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify/align/organise unedited sound materials, and check sound equipment/editing facilities in preparation for editing</p> <p>PC2. verify the technical/creative quality of sound sources and whether they meet production standards, propose options to resolve issues as required</p> <p>PC3. critically listen to sound sources to determine the extent and range of required edits w.r.t. the format of the end-product</p> <p>PC4. cut and synchronise the sound sources, removing any extraneous background sounds in preparation for final sound mixing</p> <p>PC5. manage the creative/technical quality check of the final sound edit in line with enterprise procedures and production requirements</p> <p>PC6. organise the digitisation and transfer of sound sources to appropriate equipment, ensuring that the requirements for digital storage and formatting are met</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the technical and creative requirements of the sound edit, as agreed upon during discussions with the director and producers</p> <p>KA2. the end-use and likely output devices from which the sound would be heard</p> <p>KA3. applicable timelines and budget for editing the required sound sequences</p>

MES/N3408

Edit sound

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. industry-standard sound editing conventions, processes and techniques – both analogue and digital KB2. the principles of acoustics, psychoacoustics and aural discrimination, so as to critically analyse sound elements/sequences KB3. the principles of sonic storytelling, so as to focus attention, intensify action and set the pace/mood KB4. how to identify sound defects (e.g. muffled dialogue) and troubleshoot these issues KB5. how to digitise/change/back-up different sound materials w.r.t. file formats, compression and technical standards KB6. how to synchronise picture and sound using time codes, frame rates and sample rates KB7. the principles of sound recording, editing and mixing equipment KB8. how to edit a range of audio sequences/segments using various sound equipment/software (Avid, Adobe Audition, Magix Music Maker, Goldwave) to achieve the technical/creative requirements of the production KB9. THE APPLICABLE copyright norms and intellectual property rights
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. identify/ obtain, log, label, securely store and back-up sound materials SA2. accurately note sound effects on spotting sheets SA3. log/assess sound sequences and submit edit decision lists to relevant production personnel by the agreed deadline
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA4. read and understand the creative and technical requirements for editing SA5. read the script and understand the context/emotion that would need to be expressed through editing SA6. keep up-to-date knowledge of editing software and equipment upgrades SA7. read and interpret sound documentation and edit decision lists
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA8. participate in pre-production meetings with relevant personnel to discuss the creative/technical objectives of the sound edit, as well as post-production spotting sessions to make the appropriate adjustments SA9. communicate effectively with producers/director/relevant personnel regarding the sound concept, as well as creative/technical requirements SA10. collaborate with the sound designer, engineer to establish needs/requirements throughout the production schedule and ensure that the final product meets guidelines SA11. provide feedback to junior personnel regarding editing techniques (optional), and to equipment/IT personnel regarding editing equipment/software quality

MES/N3408

Edit sound

	SA12. present and solicit feedback on the end-products and identify modifications, if required
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. plan and delegate work (where required and as needed) so as to deliver the end-products required within timelines and within the designated budget
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. identify problems with the successful execution of the task (e.g. sound defects, system failures, mechanical breakdowns) and resolve them in consultation with relevant personnel
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB3. critically analyse the end-products to ensure they are of the optimum quality and meet the requirements of post-production





MES/N3408

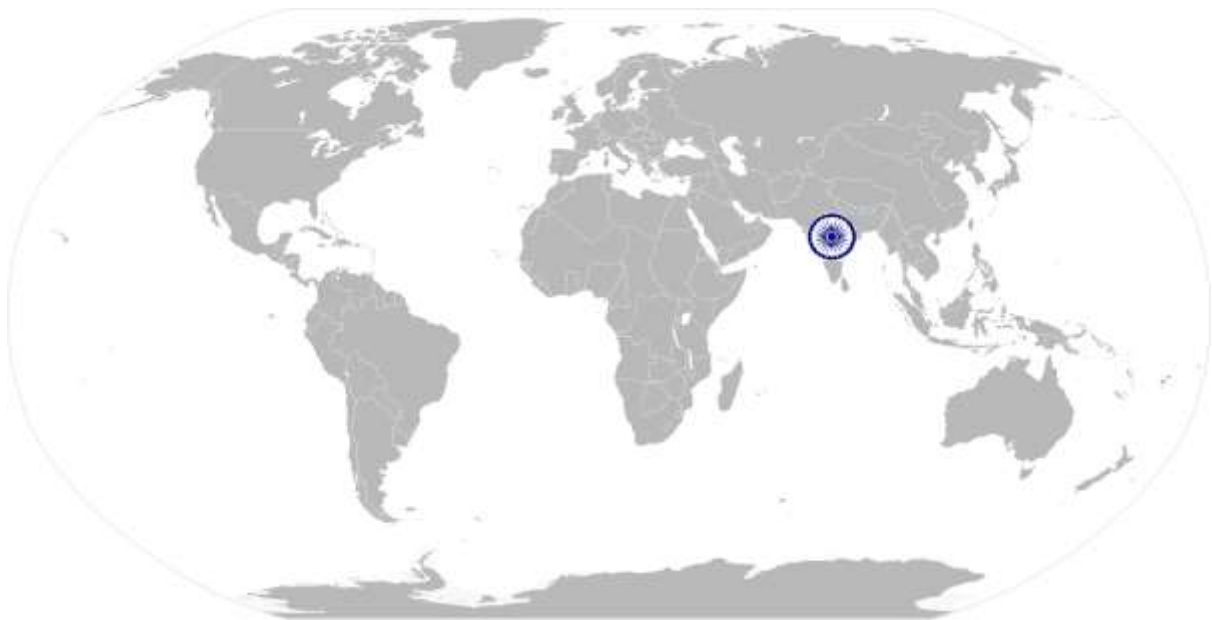
Edit sound

NOS Version Control

NOS Code	MES/N3408		
Credits (NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Radio, Animation, Gaming, Advertising	Last reviewed on	26/11/2018
Occupation	Sound	Next review date	20/06/2021



National Occupational Standard



Overview

This unit is about keeping accurate logs, labelling media, and sorting media accurately and safely.



MES/N3411

Document and store media

Unit Code	MES/N3411
Unit Title (Task)	Document and store media
Description	This OS unit is about keeping accurate logs, labelling media, and sorting media accurately and safely.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Storing media in appropriate conditions which will optimize the life of the materials, and storing recordings safely and securely.
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Storing media in appropriate conditions which will optimize the life of the materials, and storing recordings safely and securely	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. keep an accurate, concise, legible and up-to-date log in the required format</p> <p>PC2. keep a log which accurately and succinctly shows complete details of the set-up and selected takes, and indicates their quality and acceptability.</p> <p>PC3. 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</p> <p>PC4. label the recorded medium clearly and confirm that the medium and its container carry identical marks</p> <p>PC5. safeguard materials for future use where commercially important</p> <p>PC6. store recordings, back-up recordings and related materials securely and safely</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the technical and creative requirements of the production and storage requirements, as agreed upon during discussions with the director and producers</p> <p>KA2. the end-use and likely output devices from which the sound would be heard</p> <p>KA3. applicable timeline/budget for storing required sound sequences</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. standard labelling systems, electronic or paper, and which one is required for the media</p> <p>KB2. what types of media and associated materials are to be stored</p> <p>KB3. any relevant or required metadata standards</p> <p>KB4. the basics of sound recording, editing and mixing equipment</p> <p>KB5. when it is necessary to log session details such as microphone position and desk settings</p> <p>KB6. what information is required on labels, the technical parameters and synchronization information to be included on the documentation, and the recording format as it should be noted in the log</p> <p>KB7. how to log problems or other useful information</p> <p>KB8. the anticipated deterioration times of the media being used, as specified by the manufacturer, and how to replace archive material when necessary</p>



MES/N3411

Document and store media

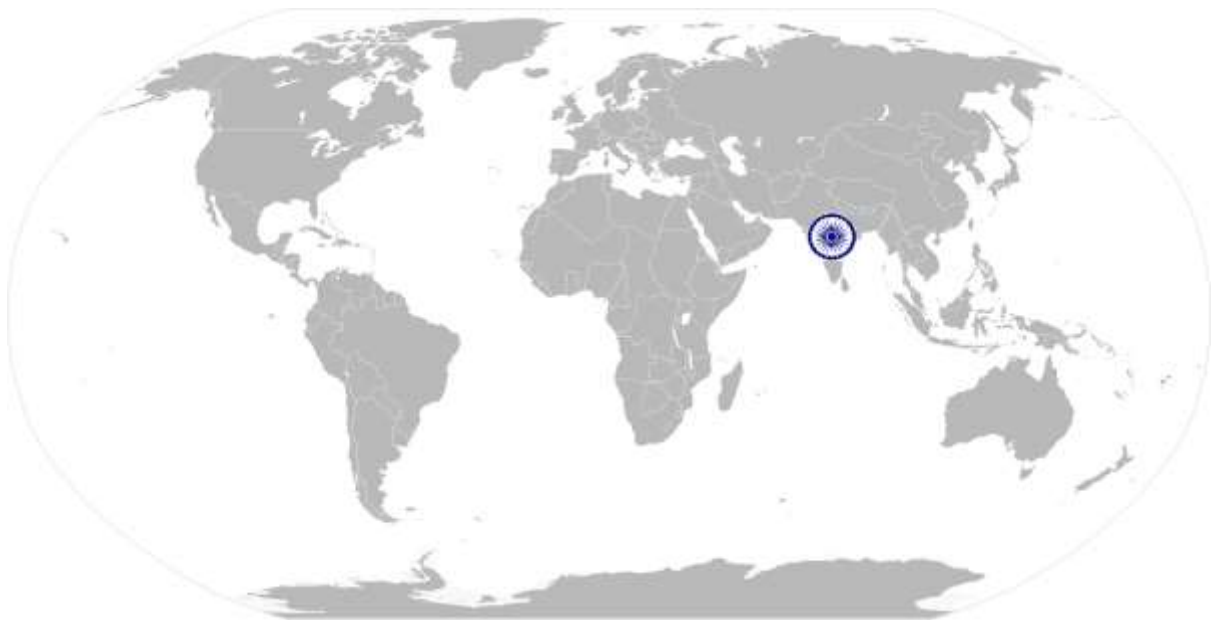
	KB9. the storage file and optimum storage conditions of the media and the effect of adverse conditions on it
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. identify/ obtain, log, label, securely store and back-up sound materials
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read and understand the creative and technical requirements for storage of materials SA3. keep up-to-date knowledge of storage techniques and equipment upgrades
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. communicate effectively with producers/director/relevant personnel on possible uses of the documented/stored media SA5. collaborate with the sound designer, engineer or supervisor to establish requirements and ensure that guidelines are met
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. plan and delegate work (where required and as needed) so as to deliver the end-products required within timelines and within the designated budget
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. identify problems with the successful execution of the task (e.g. sound defects, system failures, mechanical breakdowns) and resolve them in consultation with relevant personnel
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB3. critically analyse the end-products to ensure they are of the optimum quality and meet the requirements of post-production

MES/N3411

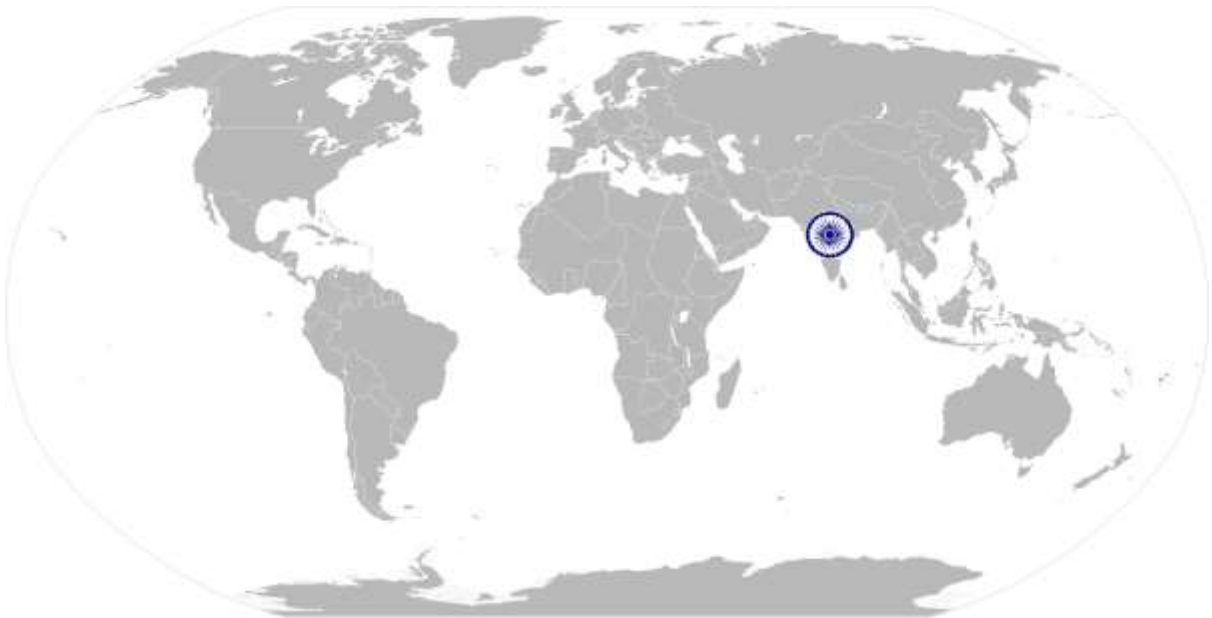
Document and store media

NOS Version Control

NOS Code	MES/N3411		
Credits (NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Radio, Animation, Gaming, Advertising	Last reviewed on	26/11/2018
Occupation	Sound	Next review date	20/06/2021



National Occupational Standard



Overview

This unit is about mixing sound during post-production or live recordings in accordance with production requirements



MES/N3412

Mix sound

Unit Code	MES/N3412
Unit Title (Task)	Mix sound
Description	<p>This OS unit is about recording/mixing sound using different sound sources in accordance to production requirements.</p> <p>Across productions and sound sources such as: Productions could include sound tracks, background scores, interviews, documentaries, live events, news broadcasts, radio programmes; Sound sources can include live music, songs, interviews, announcements, dialogues, commentaries etc., pre-recorded sound tracks/clips, phone-ins</p>
Scope	<p>This unit/task covers the following task:</p> <ul style="list-style-type: none"> • Work with sound sources • Mix sound • Work with contributors and colleagues
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Work with sound sources	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. select valid criteria and use reliable methods to assess the sources required for the final mix</p> <p>PC2. confirm that sound sources have the desired intelligibility, position and image in terms of the required sound</p> <p>PC3. ensure that stereo and multi-channel sound sources have the required compatibility, where appropriate</p> <p>PC4. control the level of the composite signal within technical limits and within the desired dynamic range</p>
Mix Sound	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. manipulate sound sources to achieve the level, balance, tonal quality, perspective and dynamic range appropriate to the required sound</p> <p>PC6. create the sound mix within production constraints</p> <p>PC7. create a sound mix which is appropriate to the context in which it will be heard</p> <p>PC8. accurately identify and promptly correct any problems in creating the mix, minimising disruption to contributors and colleagues</p> <p>PC9. ensure that tracks and mixes are organised in a way that is suitable for later use in editing</p> <p>PC10. ensure that any paperwork is accurate, legible and conforms with conventions that will be understood by other mixers, sound technicians etc.</p>
Work with Contributors and Colleagues	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC11. efficiently communicate with sound or other crew regarding equipment positioning and requirements</p> <p>PC12. respond to and interpret suggestions from the contributor, colleagues, client or production during sound mixing, clarify any ambiguities or misunderstandings, and take appropriate action</p> <p>PC13. Explain clearly any problems with the sound mix, and offer realistic options</p>
Knowledge and Understanding (K)	
A. Organizational	The user/individual on the job needs to know and understand:



MES/N3412

Mix sound

Context (Knowledge of the company / organization and its processes)	KA1. the creative and technical requirements of the production/sound concept KA2. the expected quality standards for the production KA3. applicable timelines and budget for recording the required sound
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. the functional and operating characteristics of commonly used mixing, ancillary and encoding equipment KB2. the principles of “storytelling” and the conventions of different genres and styles of film and programme-making KB3. the requirements for dynamic range and intelligibility, and how to achieve them KB4. the different kinds of sound treatment and equalisation, and how to achieve them KB5. the characteristics of tonal quality and perspective, and how to achieve them KB6. basic principles of pitch, rhythm, melody, harmony and time signatures and how to apply them KB7. the characteristics, uses and requirements of mono, stereo and surround formats, and how to achieve them KB8. the principles and styles of music and different musical ensembles (orchestra, string quartet, rock group, jazz quartet, soloist, etc.) KB9. the context in which the mix will be played, what the end-product will be used for and the equipment it will be heard through- and how to take this into account when creating the mix KB10. the needs of post-production sound and editing, and how the sound will be used in postproduction KB11. sound editing/mixing software (e.g.: adobe audition, nuendo, pyramix) w.r.t. both their theoretical and practical components KB12. the applicable copyright norms and intellectual property rights
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 notes to use during the recording/mixing sessions
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read and understand the sound concept SA3. read and understand the creative and technical requirements for recording SA4. read the script and understand the context/emotion that would need to be expressed through the sound
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. communicate effectively with the sound supervisor, producers or contributors regarding the sound concept, as well as creative/technical requirements

MES/N3412

Mix sound

	<p>SA6. discuss the possibilities of creating sound with the given sound sources so as to conform to the sound concept</p> <p>SA7. present and solicit feedback on the end-products and identify modifications required</p>
B. Professional Skills	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. plan individual work and timelines so as to deliver the end-products required within timelines and within the designated budget</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. identify problems with successful execution of the task and resolve them in consultation with the Sound Supervisor</p>
	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. critically analyse the end-products to ensure they are of the optimum quality and meet the requirements of post-production</p>





MES/N3412

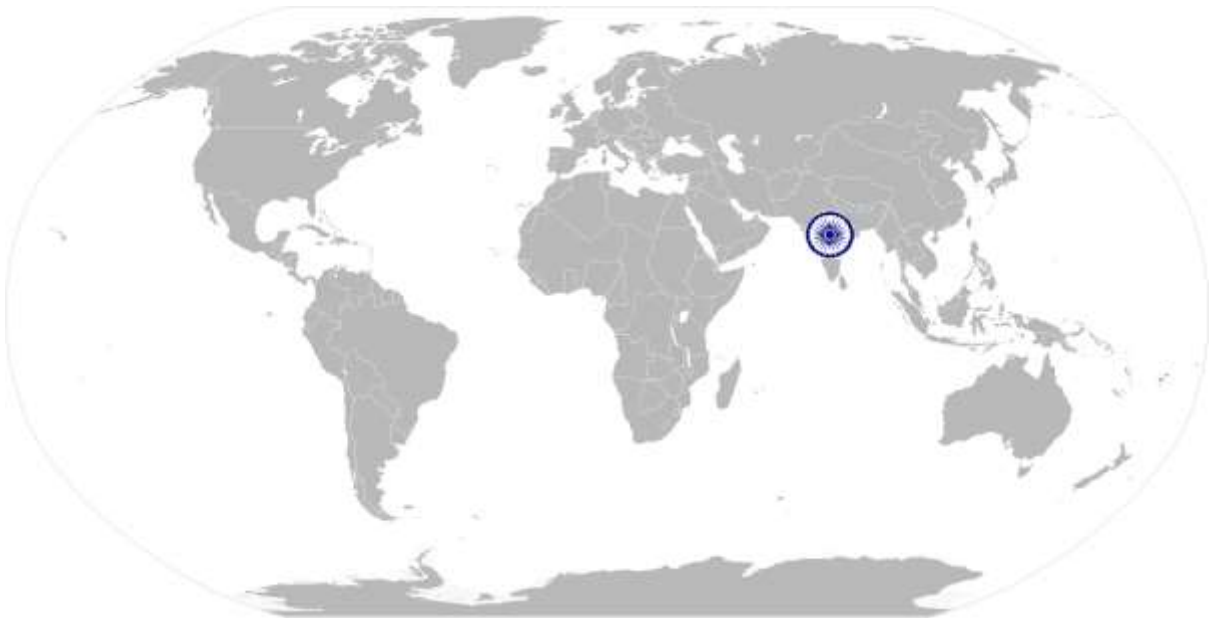
Mix sound

NOS Version Control

NOS Code	MES /N3412		
Credits (NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Radio, Animation, Gaming, Advertising	Last reviewed on	26/11/2018
Occupation	Sound	Next review date	20/06/2021



National Occupational Standard



Overview

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



MES/N0104

Maintain workplace health and safety

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	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • understanding the health, safety and security risks prevalent at 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 health, safety and security risks prevalent in the workplace	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. maintain one's posture and position to minimize fatigue and any risk of injury</p> <p>PC2. maintain first aid kit and keep oneself updated on the first aid procedures</p> <p>PC3. identify and document potential risks like sitting postures while using computer, eye fatigues and other hazards at the workplace</p> <p>PC4. accurately maintain accident reports</p> <p>PC5. report health and safety risks/ hazards to the concerned personnel</p> <p>PC6. participate in organization's health and safety knowledge sessions and drills</p>
Knowing the people responsible for health and safety and the resources available	<p>PC7. identify the people responsible for health and safety at the workplace, including those to contact in case of an emergency</p> <p>PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</p>
Identifying and reporting risks	<p>PC9. identify aspects of your workplace that could cause potential risk to own and others health and safety</p> <p>PC10. ensure own personal health and safety, and that of others at the workplace through precautionary measures</p> <p>PC11. identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC12. 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</p>



MES/N0104

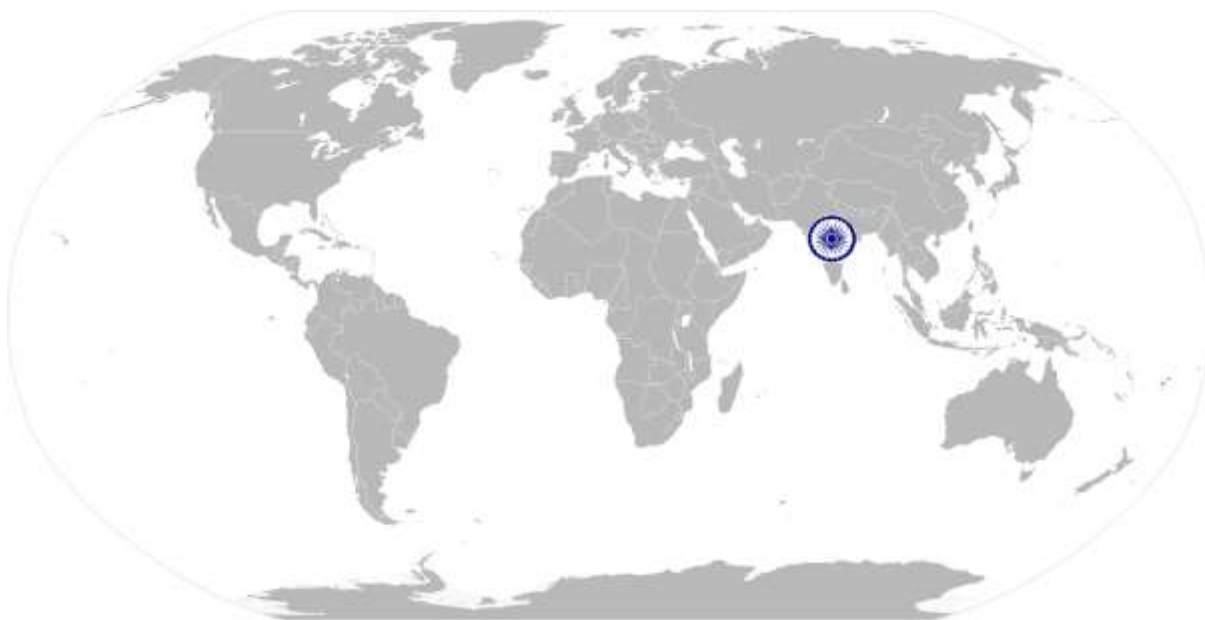
Maintain workplace health and safety

Complying with procedures in the event of an emergency	<p>PC13. follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</p> <p>PC14. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organisation's norms and policies relating to health and safety</p> <p>KA2. government norms and policies regarding health and safety and related emergency procedures</p> <p>KA3. limits of authority while dealing with risks/ hazards</p> <p>KA4. the importance of maintaining high standards of health and safety at a workplace</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the different types of health and safety hazards in a workplace</p> <p>KB2. safe working practices for own job role</p> <p>KB3. evacuation procedures and other arrangements for handling risks</p> <p>KB4. names and contact numbers of people responsible for health and safety in a workplace</p> <p>KB5. how to summon medical assistance and the emergency services, where necessary</p> <p>KB6. vendors' or manufacturers' instructions for maintaining health and safety while using equipments, systems and/or machines</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. how to write and provide feedback regarding health and safety to the concerned people</p> <p>SA2. how to write and highlight potential risks or report a hazard to the concerned people</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read instructions, policies, procedures and norms relating to health and safety</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. highlight potential risks and report hazards to the designated people</p> <p>SA5. listen and communicate information with all anyone concerned or affected</p>
B. Professional Skills	Decision making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions on a suitable course of action or plan</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p>

MES/N0104

Maintain workplace health and safety

	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



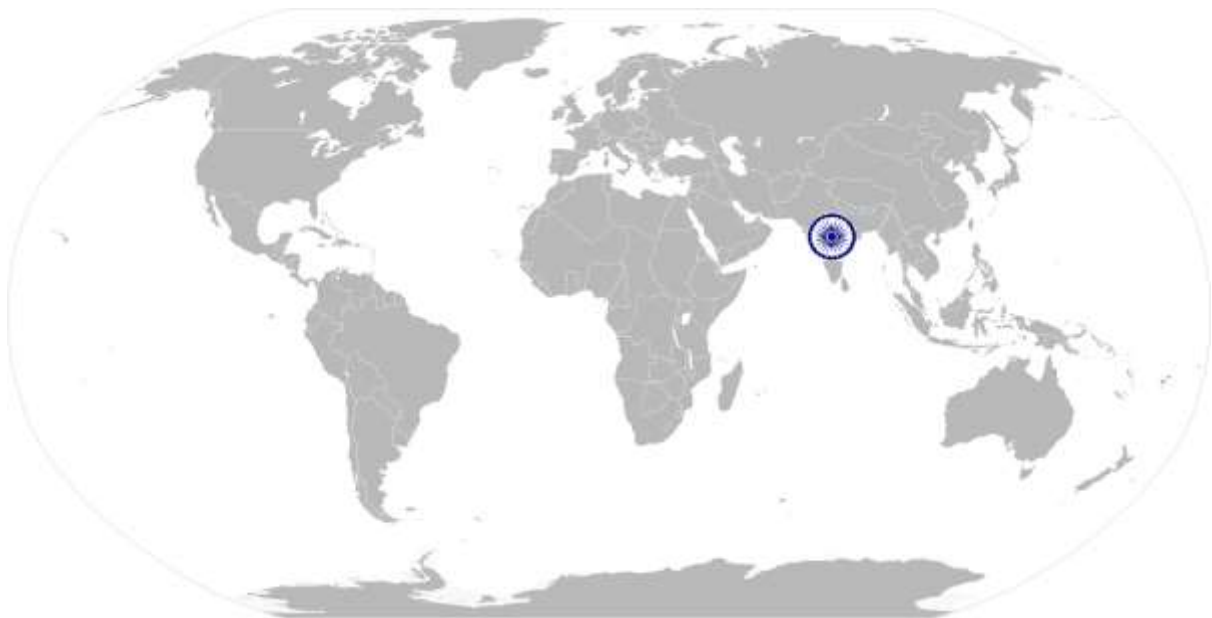


MES/N0104

Maintain workplace health and safety

NOS Version Control

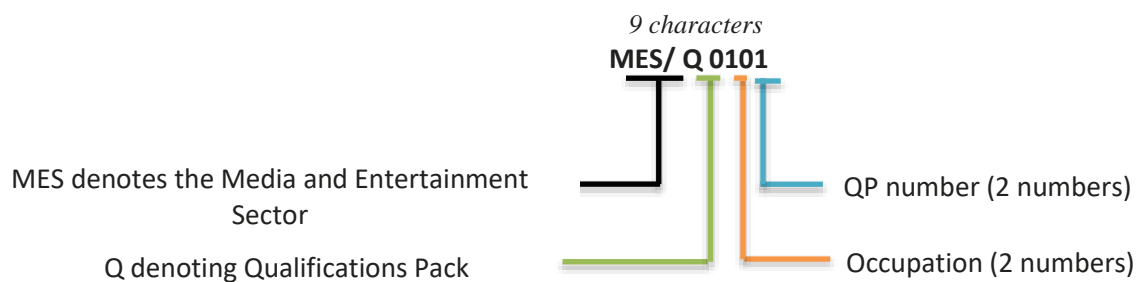
NOS Code	MES/N0104		
Credits	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	08/11/2014
Sub-sector	Film, Television, Radio, Animation, Gaming, Advertising	Last reviewed on	26/11/2018
Occupation	Sound Effects	Next review date	20/06/2021



Annexure

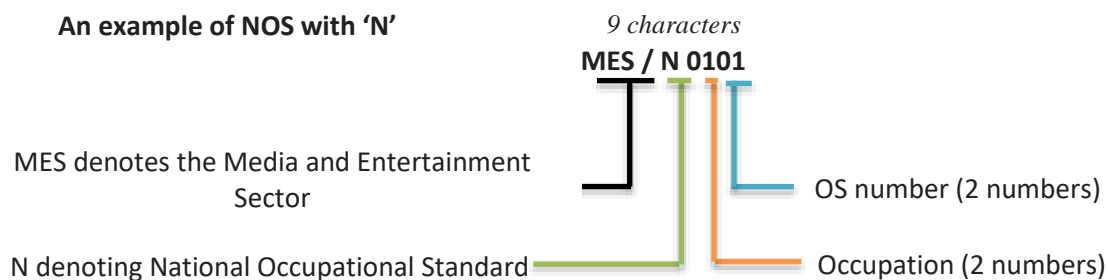
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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

Sub-sector	Range of Occupation numbers
Film	01-20
Television	21-30
Print	31-35
Animation	36-45
Gaming	46-55
Radio	56-60
Digital	61-70
OOH / Advertising	71-80
Creative & Performing Art	81-85
Sound & Music	86-90
Theme & Amusement Park	91-95
Event Management	96-99

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Sound	34
Next two numbers	QP Number	04

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	<u>Sound Editor</u>
Qualification Pack	MES/Q3404, v1.0
Sector Skill Council	Media & Entertainment

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Media and Entertainment 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 each PC.
2	Each NOS will be assessed both for theoretical knowledge and practical
3	The assessment will be based on knowledge bank of questions created by the SSC.
4	Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training centre
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
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/N3408 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/N3411 Document and store media	PC1. Keep an accurate, concise, legible and up-to-date log in the required	100	15	10	60
	PC2.Keep a log which accurately and succinctly shows complete details of the set-up and selected takes, and indicates their quality and acceptability.		10	5	
	PC3.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		10	5	
	PC4.Label the recorded medium clearly and confirm that the medium and its container carry identical marks		20	5	
	PC5. Safeguard materials for future use where commercially important		15	5	
	PC6. Store recordings, back-up recordings and related materials securely and safely		30	10	
	Total		100	40	60
MES/N3412 Mix Sound	PC1. Select valid criteria and use reliable methods to assess the sources required for the final mix	100	10	4	60
	PC2.Confirm that sound sources have the desired intelligibility, position and image in terms of the required sound		10	4	
	PC3. Ensure that stereo and multi-channel sound sources have the required compatibility, where appropriate		5	2	
	PC4. Control the level of the composite signal within technical limits and within the desired dynamic range		5	2	
	PC5. Manipulate sound sources to achieve the level, balance, tonal quality, perspective and dynamic range appropriate to the required sound		10	4	
	PC6.Create the sound mix within production constraints		5	2	
	PC7. Create a sound mix which is appropriate to the context in which it will be heard	100	10	4	
	PC8. Accurately identify and promptly correct any problems in creating the mix, minimising disruption to contributors and colleagues		10	4	
	PC9. Ensure that tracks and mixes are organised in a way that is suitable for later use in editing		5	2	
	PC10. Ensure that any paperwork is accurate, legible and conforms with conventions that will be understood by other mixers, sound technicians etc.		10	4	
	PC11. Efficiently communicate with sound or other crew regarding equipment positioning and requirements		10	4	
	PC12.Respond to and interpret suggestions from the contributor, colleagues, client or production during sound mixing, clarify any ambiguities or misunderstandings, and take appropriate action		5	2	
	PC13.Explain clearly any problems with the sound mix, and offer realistic options		5	2	



Assistant Criteria for Sound Editor



		Total	100	40	60
MES/N0104 Maintain workplace health and safety	PC1. maintain one's posture and position to minimize fatigue and the risk of injury	100	10	5	50
	PC2. maintain first aid kit and keep oneself updated on the first aid procedures		10	5	
	PC3. identify and document potential risks like sitting postures while using computer, eye fatigues and other hazards at the workplace		5	3	
	PC4. accurately maintain accident reports		5	3	
	PC5. report health and safety risks/ hazards to concerned personnel		10	5	
	PC6. participate in organization's health and safety knowledge sessions and drills		10	5	
	PC7. identify the people, responsible for health and safety at the workplace, including those to contact in case of an emergency		10	5	
	PC8. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	
	PC9. identify aspects of workplace that could cause potential risk to own and others health and safety		5	3	
	PC10. ensure own personal health and safety, and that of others in the workplace through precautionary measures		5	3	
	PC11. identify and recommend opportunities for improving health, safety, and security to the designated person		5	2	
	PC12. 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		5	2	
	PC13. follow organisation's emergency procedures for accidents, fire or any other natural calamity in case of a hazard		5	2	
	PC14. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	
			100	50	50