

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

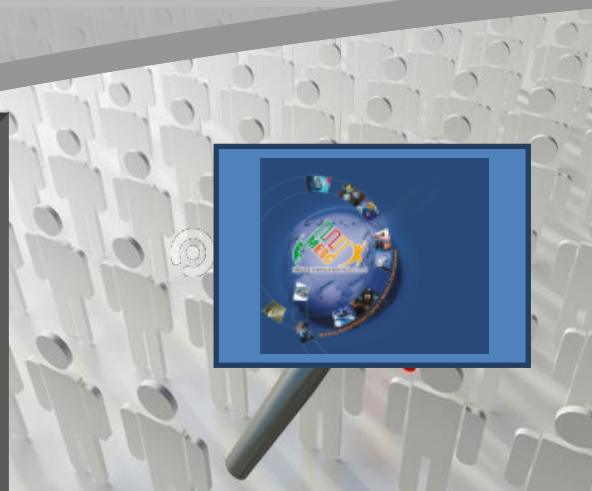
### What are Occupational Standards(OS)?

- 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-Roto artist

**SECTOR:** MEDIA AND ENTERTAINMENT

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

**OCCUPATION:** Roto artist

**REFERENCE ID:** MES/ Q 3504

**ALIGNED TO:** NCO-2004/NIL

**Roto artist in the Media & Entertainment Industry is also known as a Rotoscopy artist/ Paint artist**

**Brief Job Description:** Individuals at this job need to break content down into individual frames/elements and alter/re-create content in accordance to requirements

**Personal Attributes:** This job requires the individual to have a good understanding of the fundamentals and principles of film-making. The individual must know the fundamentals of depth and should possess good drawing and illustration skills. The individual must have a good working knowledge of rotoscoping software including Nuke, After Effects, Silhouette etc.

Job Details	<b>Qualifications Pack Code</b>	<b>MES/ Q 3504</b>		
	<b>Job Role</b>	<b>Roto artist</b> This job role is applicable in both national and international scenarios		
	<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>16/11/14</b>
	<b>Sub-sector</b>	<b>Film, Television, Animation, Advertising</b>	<b>Last reviewed on</b>	<b>26/11/14</b>
	<b>Occupation</b>	<b>VFX and DI</b>	<b>Next review date</b>	<b>25/11/16</b>

<b>Job Role</b>	<b>Roto artist</b>
<b>Role Description</b>	Break down content to alter/re-create according to requirements
<b>NSQF level</b>	4
<b>Minimum Educational Qualifications</b>	Class X
<b>Maximum Educational Qualifications</b>	-
<b>Training</b> (Suggested but not mandatory)	Rotoscopy software including Silhouette, Nuke, After Effects etc.
<b>Experience</b>	N.A.
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">MES / N 3501 (Understand requirements and plan workflow)</a></li> <li><a href="#">MES / N 3502 (Manage equipment &amp; material)</a></li> <li><a href="#">MES / N 3506 (Rotoscoping footage)</a></li> <li><a href="#">MES / N 3508 (Maintain workplace health and safety)</a></li> </ol> <p><b>Optional:</b> N.A</p>
<b>Performance Criteria</b>	As described in the relevant OS units

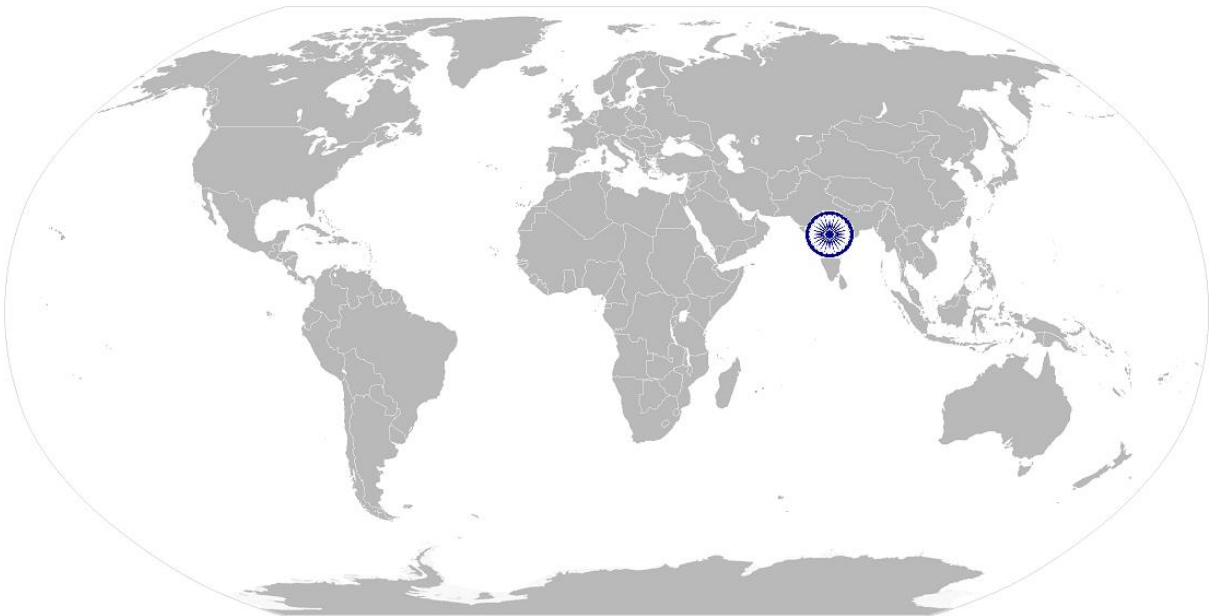
Definitions

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

Acronyms

# National Occupational Standard



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## Overview

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



MES/ N 3501



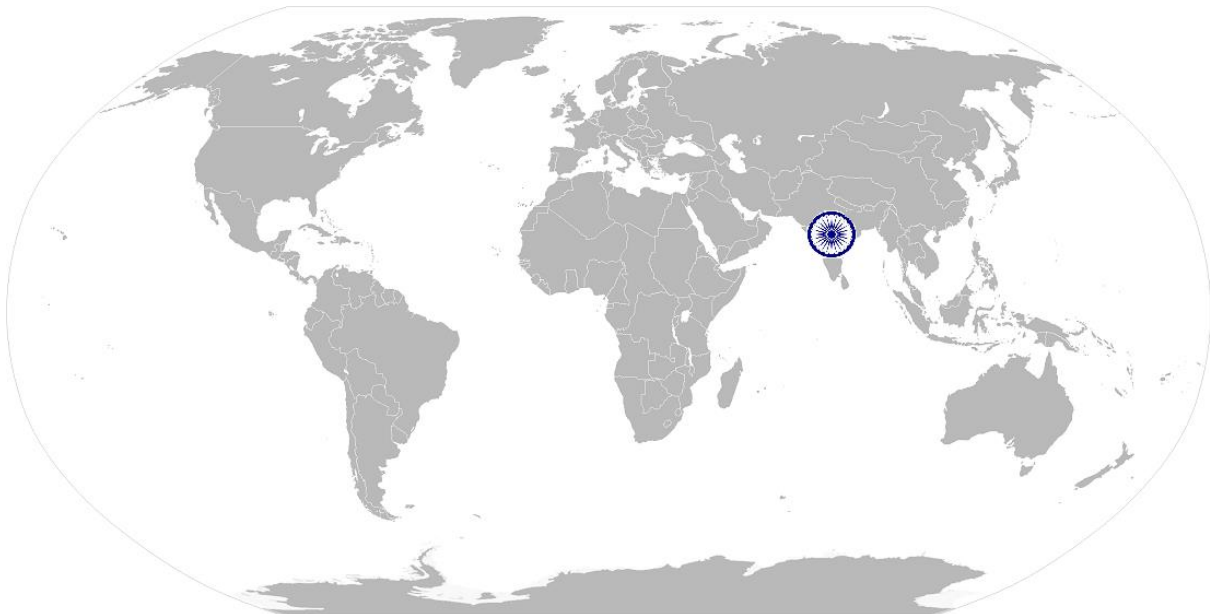
Understand requirements and plan workflow

National Occupational Standard

<b>Unit Code</b>	MES/ N 3501
<b>Unit Title (Task)</b>	<b>Understand requirements and plan workflow</b>
<b>Description</b>	This OS unit is about understanding the post-production requirements and planning the process and workflow
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Understanding requirements for post-production</li> <li>Planning the process for post-production. Key processes include computer-generated effects, colour grading, digital intermediate, screen conversion, rendering, rotoscoping, keying, match-moving, compositing</li> <li>Preparing and finalising effort estimates and work plan in accordance to requirements</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding requirements for post-production	To be competent, the user/individual on the job must be able to: PC1. Understand the creative and technical requirements and expectations in terms of quality of deliverables and timelines
Constructing an approach and plan the process	PC2. Determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow (Supervisor)
Preparing and finalising effort estimates and work plan	PC3. 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)
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Production vision, objectives, expected output, distribution/exhibition channels</p> <p>KA2. Post-production objectives, expected outcomes and quality standards</p> <p>KA3. The technical, budget and time constraints applicable</p> <p>KA4. Established data management and work flow systems</p> <p>KA5. How to maintain quality control as production scales</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Post-production techniques that would apply to the current production</p> <p>KB2. The relevant equipment and software required e.g. Silhouette, Nuke, Fusion, Combustion, Shake Premier, PF track, After Effects, Renderman, Quantel, Smoke, Flame, Avid, 3DS Max and FCP</p> <p>KB3. How to translate script requirements and post-production objectives into a schedule that could cover the workflow, key activities, deliverables and timelines</p> <p>KB4. The implications of each activity on time, materials, equipment, manpower and budget</p>

	<p>KB5. The impact of each activity on the entire process workflow (Supervisor)</p> <p>KB6. How to estimate the cost and time it would take to keeping in mind the intended visual style</p> <p>KB7. Domestic and International post-production best practices prevalent in the industry</p> <p>KB8. Applicable copyright norms and intellectual property rights</p> <p>KB9. Applicable health and safety guidelines</p>
<b>Skills (S) (Optional)</b>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document post-production requirements that can serve as a reference document for circulation to the team</p> <p>SA2. Document decisions on the processes involved and techniques to be used with reasons thereof</p> <p>SA3. Document the project work-plan including the key deliverables, resources involved and timelines (Supervisor)</p> <p>SA4. Document dos and don'ts for different machines and software for reference of the team</p> <p>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</p>
	<p><b>Reading Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Read and understand the script and determine requirements</p> <p>SA7. Read about emerging techniques in post-production</p> <p>SA8. Read user manuals for equipment and software</p> <p>SA9. Read about the tastes and preferences of the target audience and the market where the end-product intends to be distributed</p>
<p><b>B. Professional Skills</b></p>	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA10. Understand the creative vision of the Director and Producer, and resolve any issues</p> <p>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)</p>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Plan the activities, workflow, resourcing and timelines in accordance to the creative and technical requirements</p> <p>SB2. Create post-production schedules</p> <p>SB3. Use time management techniques so that the scheduled time is not exceeded</p> <p>SB4. Manage and enforce deadlines successfully--on time</p> <p>SB5. Work well in a fast-paced environment</p>

	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB6. Identify any issues that may arise during post-production and find solutions to address them
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. Have a keen eye for detail and maintain an aesthetic sense towards colour grading, vfx components and software capabilities of the final output SB8. Envision the impact of selecting a particular technique/activity on the budget, resourcing and timelines
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB9. Appraise the quality of the raw footage gathered to ensure it is in line with the post-production requirements and quality standards







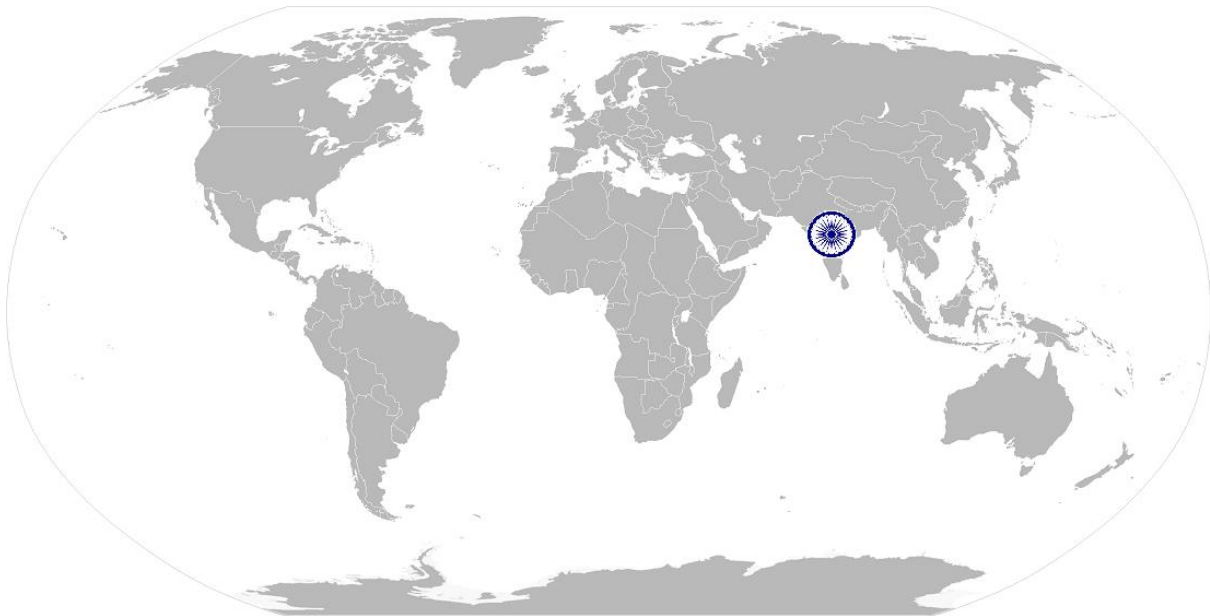
MES/ N 3501



Understand requirements and plan workflow

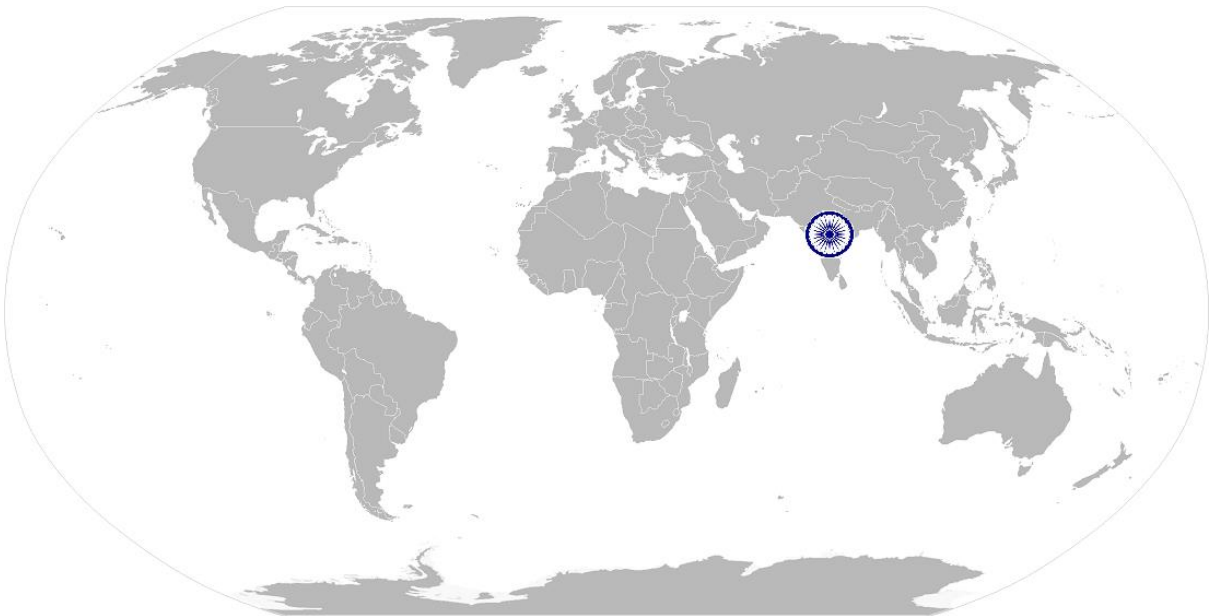
### NOS Version Control

<b>NOS Code</b>	<b>MES / N 3501</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>16/11/14</b>
<b>Sub-sector</b>	<b>Film, Television, Animation, Advertising</b>	<b>Last reviewed on</b>	<b>26/11/14</b>
<b>Occupation</b>	<b>VFX and DI</b>	<b>Next review date</b>	<b>25/11/16</b>



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# National Occupational Standard



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## Overview

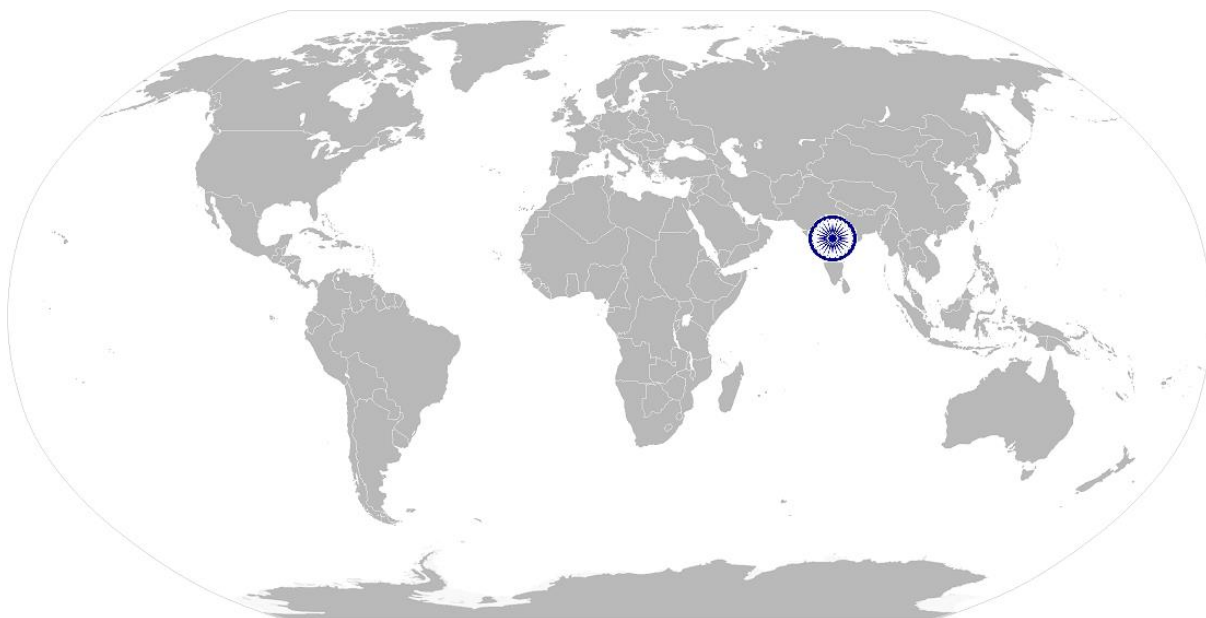
This unit is about managing equipment and material throughout the post-production process

<b>Unit Code</b>	MES/ N 3502
<b>Unit Title (Task)</b>	Manage equipment & material
<b>Description</b>	This OS unit is about managing equipment and material throughout the post-production process
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Preparing materials and equipment for the post production process</li> <li>• Managing interim work-products during post-production</li> <li>• Ensuring work-products are distribution/exhibition ready as per the required technical specifications</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Preparing materials and equipment for the post production process	To be competent, the user/individual on the job must be able to:
Managing interim work-products during post-production	<p>PC1. Gather raw footage/material and select relevant material that can be used for post-production</p> <p>PC2. Ingest the footage/keep the material ready for the post-production process</p> <p>PC3. Save back-ups for interim work-products in the appropriate file formats</p>
Ensuring work-products are distribution/exhibition ready as per the required technical specifications	<p>PC4. Ensure final work-products are prepared in appropriate file formats (such as mp4, avi, wmv, mpg and mov) and appropriate medium (such as DVD, film, tape and digital) compatible with intended distribution/exhibition mediums</p> <p>PC5. Clear logs/data and keep the software and equipment ready for future use</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The purpose and intended use of the end-product</p> <p>KA2. The creative and technical specifications of the work-product, including the quality standards expected of the final output</p> <p>KA3. The intended distribution/exhibition mediums for the production</p> <p>KA4. Established data management and work flow systems</p> <p>KA5. How to maintain quality control as production scales</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. How to work on relevant equipment and software e.g. Silhouette, Nuke, Fusion, Combustion, Shake Premier, PF track, After Effects, Renderman, Quantel, Smoke, Flame, Avid, 3DS Max and FCP</p> <p>KB2. The format, resolution and quality in which the material would need to be ingested, based on the intended final output</p> <p>KB3. How to identify issues with the raw material/footage prior to, or during, the ingest process</p>

	<p>KB4. The storage media relevant to the type of production</p> <p>KB5. File-naming conventions appropriate to the production</p> <p>KB6. Applicable health and safety guidelines</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. Prepare documentation to accompany the work-product
	<b>Reading Skills</b>
	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 SA4. Gather references of work-products and productions that could provide ideas and help conceptualise possibilities for post-production
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA5. Discuss and understand requirements and specifications from the Producer and Supervisor SA6. Discuss any problems with the footage that could impact the post-production process and solicit suggestions for resolving them
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB1. Plan and prioritise work according to the requirements SB2. Manage and enforce deadlines successfully--on time SB3. Work well in a fast-paced environment
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB4. Highlight any issues (such as visual and sound) 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

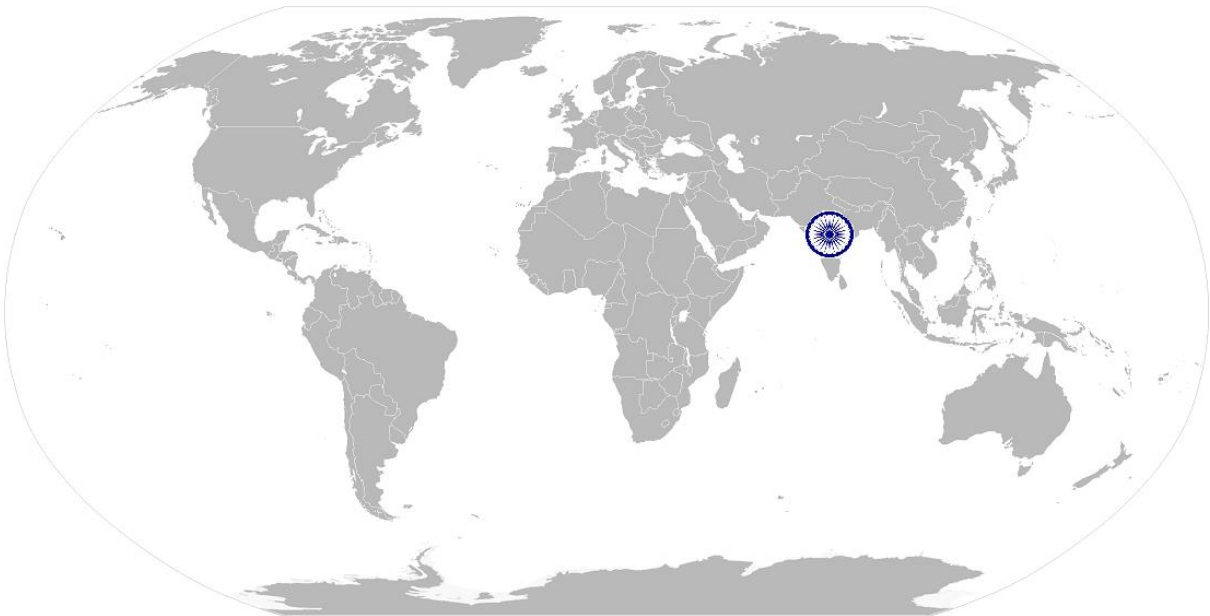
## NOS Version Control

<b>NOS Code</b>	MES / N 3502		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	16/11/14
<b>Sub-sector</b>	Film, Television, Animation, Advertising	<b>Last reviewed on</b>	26/11/14
<b>Occupation</b>	VFX and DI	<b>Next review date</b>	25/11/16



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# National Occupational Standard



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## Overview

This unit is about altering/re-creating content frame-by-frame

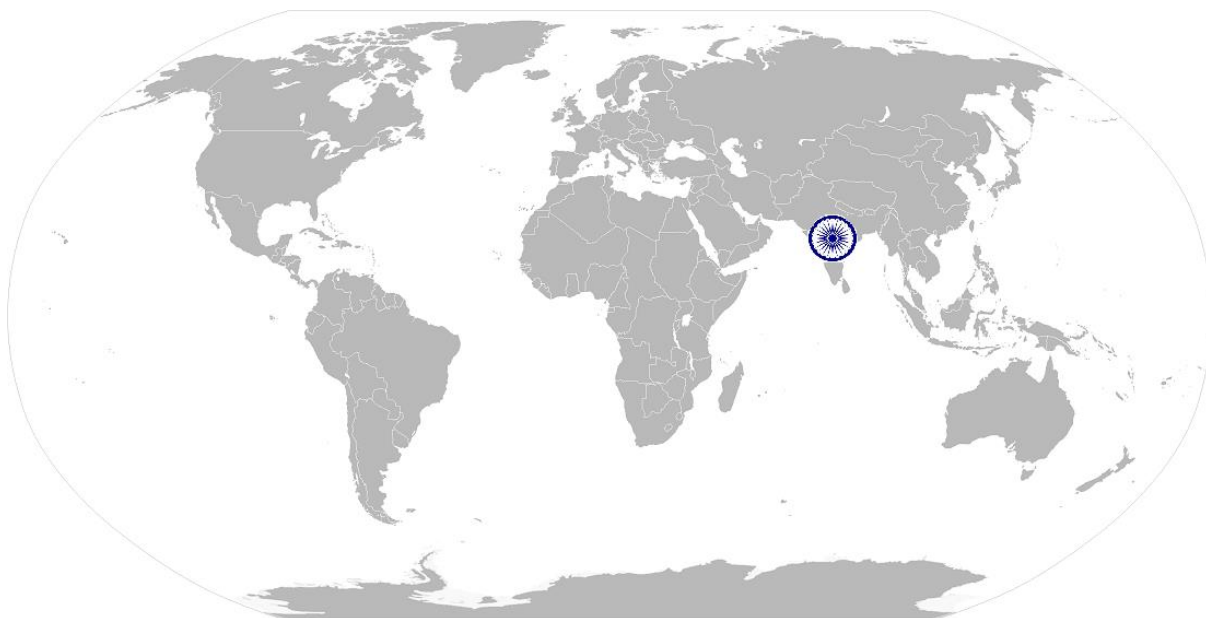
<b>Unit Code</b>	<b>MES/ N 3506</b>
<b>Unit Title (Task)</b>	<b>Rotoscoping footage</b>
<b>Description</b>	This OS unit is about altering/re-creating content frame-by-frame
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Understanding rotoscoping objectives, which could include <ul style="list-style-type: none"> <li>○ Tracing live action images for Animation</li> <li>○ Creating depth maps for Stereo conversion</li> <li>○ Removing faults/wires in live action footage</li> <li>○ Creating mattes for visual effects</li> <li>○ Colour grading for specific objects/frames</li> </ul> </li> <li>• Breaking-down and altering elements according to requirements</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding rotoscoping objectives	To be competent, the user/individual on the job must be able to: PC1. Understand rotoscoping objectives
Breaking-down and altering elements	PC2. Use the software to break the content down into individual frames in accordance to requirements PC3. Ensure that the work-products meet rotoscoping objectives and quality standards and are ready for compositing
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Production vision and objectives 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</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The fundamentals and principles of film-making (live action, motion control, varioable speed shooting and animation techniques) KB2. Life drawing including human anatomy, emotions, actions and expressions KB3. The fundamentals of depth KB4. How to work with graphics and animation software including Adobe Flash, Harmony KB5. How to work on rotoscoping software including Mocha, Silhouette, Nuke, After Effects etc. KB6. How to apply motion tracking in rotoscoping KB7. The design standards and specifications that needs to be complied with to produce the final output KB8. Relevant copyright norms and guidelines KB9. Applicable health and safety guidelines</p>

<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. Document notes and specifications to assist in the process
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. Gather appropriate reference material and raw footage that can be used as a guide during the process
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional Skills</b>	The user/individual on the job needs to know and understand how to: SA3. Understand objectives, requirements and specifications from the Director and Producer SA4. Present interim and final work-products to the Producer and solicit feedback on areas of improvement
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB1. Plan and prioritise work according to the requirements and agreed timelines SB2. Work effectively as a member of the team and help realise overall timelines
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB3. Address comments on the interim/final work-products and make changes
<b>Critical Thinking</b>	The user/individual on the job needs to know and understand how to: SB4. Assess the raw footage to determine if it is suitable for rotoscoping SB5. Appraise the quality of the final output to ensure it is in line with the expected quality standards



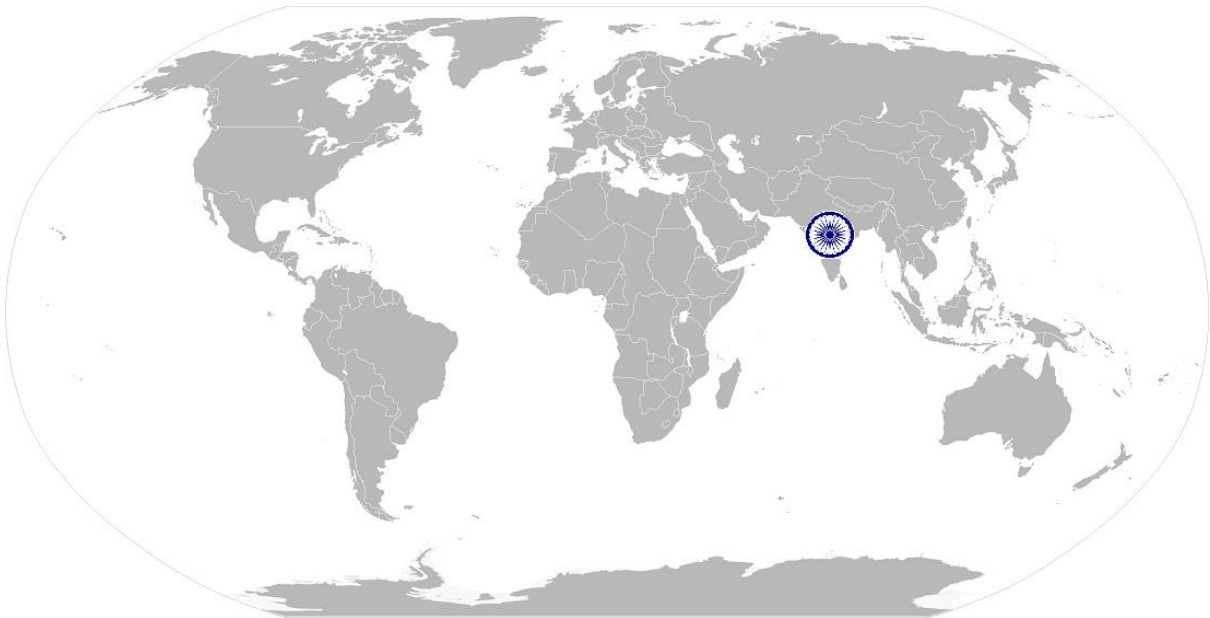
## NOS Version Control

<b>NOS Code</b>	MES / N 3506		
<b>Credits(NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	16/11/14
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# National Occupational Standard



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## Overview

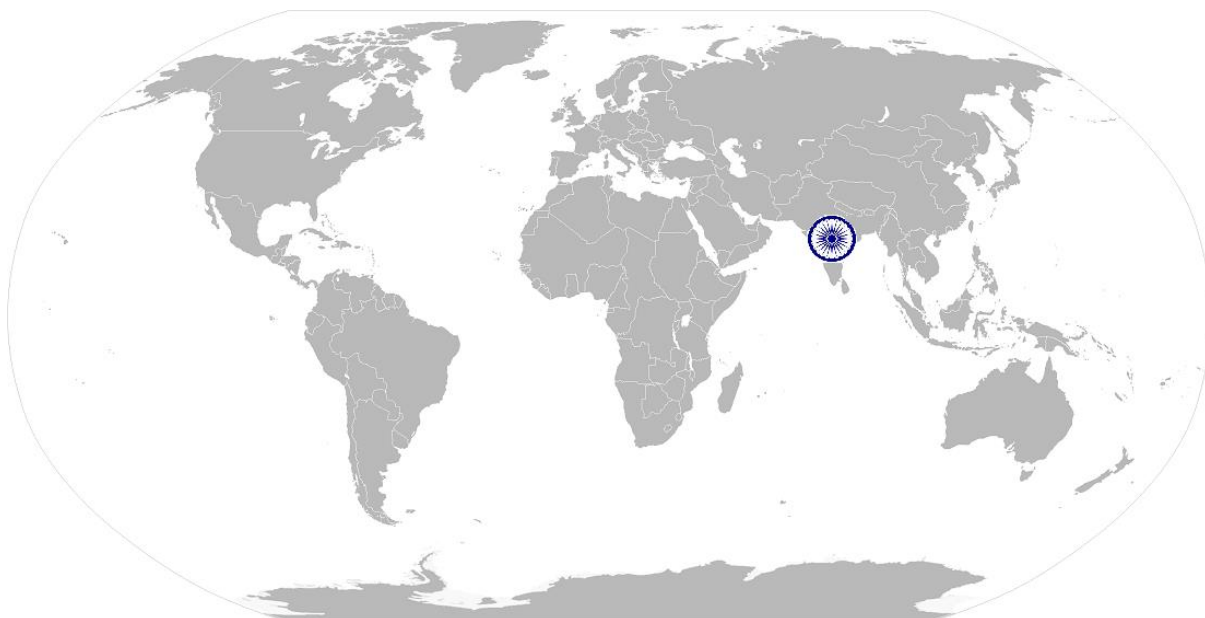
This unit is about contributing towards maintaining a healthy, safe and secure working environment

<b>Unit Code</b>	MES/ N 3508
<b>Unit Title (Task)</b>	Maintain workplace health and safety
<b>Description</b>	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Understanding the health, safety and security risks prevalent in the workplace</li> <li>Knowing the people responsible for health and safety and the resources available</li> <li>Identifying and reporting risks</li> <li>Complying with procedures in the event of an emergency</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding the risks prevalent in the workplace	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand and comply with the organisation's current health, safety and security policies and procedures</p> <p>PC2. Understand the safe working practices pertaining to own occupation</p> <p>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</p> <p>PC4. Participate in organization health and safety knowledge sessions and drills</p>
Knowing the people responsible for health and safety and the resources available	<p>PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</p> <p>PC6. 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>PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety</p> <p>PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures</p> <p>PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>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</p>
Complying with procedures in the event of an emergency	<p>PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</p> <p>PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the	<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</p>

company / organization and its processes)	<p>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>B. Technical Knowledge</b>	<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>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <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> <p><b>Reading Skills</b></p> <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> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <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>B. Professional Skills</b>	<p><b>Decision making</b></p> <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> <p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority</p> <p><b>Problem Solving</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Apply problem solving approaches in different situations</p> <p><b>Critical Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority</p> <p>SB5. Apply balanced judgements in different situations</p>

## NOS Version Control

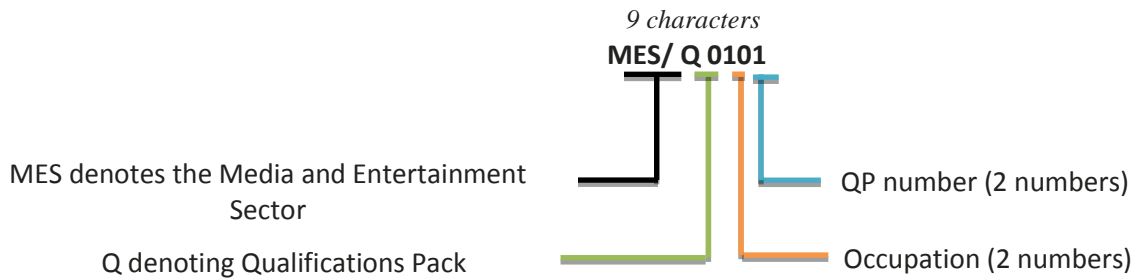
<b>NOS Code</b>	<b>MES / N 3508</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>16/11/14</b>
<b>Sub-sector</b>	<b>Film, Television, Animation, Advertising</b>	<b>Last reviewed on</b>	<b>26/11/14</b>
<b>Occupation</b>	<b>VFX and DI</b>	<b>Next review date</b>	<b>25/11/16</b>



## Annexure

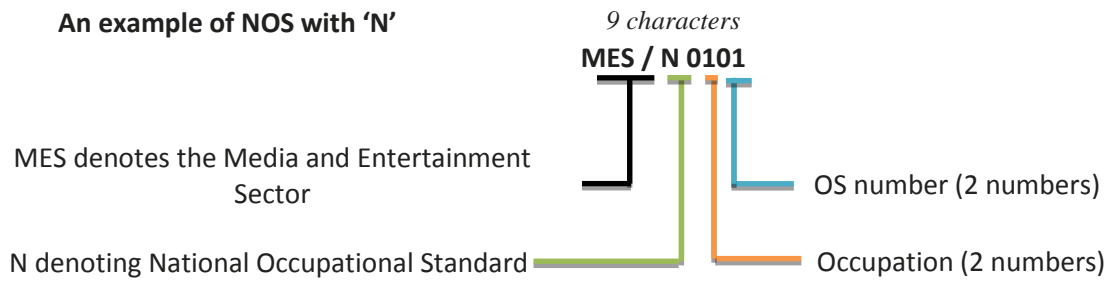
### Nomenclature for QP and NOS

#### 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
...	...

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Post Production	35
Next two numbers	QP number	05

<b>Job Role/Qualification Pack</b>		<b>Roto Artist</b>				
<b>QP- ID</b>		MES Q 3504				
	NOS	NOS NAME	Weightage			
1	MES/ N 3501	Understand requirements and plan workflow	30%			
2	MES/ N 3502	Manage equipment & material	25%			
3	MES/ N 3506	Rotoscoping footage	40%			
4	MES/ N 3508	Maintain workplace health and safety Description	5%			
			100%			

### 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)

<b>Job Role</b>	Roto Artist					
NOS CODE	<b>NOS NAME</b>	Performance Criteria			<b>Marks Allocation</b>	
			<b>Total Mark</b>	<b>Out Of</b>	<b>Theory</b>	<b>Skills Practical</b>
MES/ N 3501	Understand requirements and plan workflow	PC1. Understand the creative and technical requirements and expectations in terms of quality of deliverables and timelines	100	30	15	50
		PC2. Determine key post-production processes that would be involved to produce the desired outcome and chart-out the process workflow (Supervisor)		30	15	



		PC3. 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)		40	20	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
MES/ N 3502	<b>Manage equipment &amp; material</b>	PC1. Gather raw footage/material and select relevant material that can be used for post-production		20	10	
		PC2. Ingest the footage/keep the material ready for the post-production process		20	10	
		PC3. Save back-ups for interim work-products in the appropriate file formats		20	10	
		PC1. Ensure final work-products are prepared in appropriate file formats (such as mp4, avi, wmv, mpg and mov) and appropriate medium (such as DVD, film, tape and digital) compatible with intended distribution/exhibition mediums		20	10	
		PC2. Clear logs/data and keep the software and equipment ready for future use	<b>100</b>	20	10	50
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
MES/ N 3506	<b>Rotoscoping footage</b>	PC1. Understand rotoscoping objectives		30	15	
		PC2. Use the software to break the content down into individual frames in accordance to requirements	<b>100</b>	30	15	
		PC3. Ensure that the work-products meet rotoscoping objectives and quality standards and are ready for compositing		40	20	50
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
MES/ N 3508	<b>Maintain workplace health and safety</b>	PC1. Understand and comply with the organisation's current health, safety and security policies and procedures		10	5	
		PC2. Understand the safe working practices pertaining to own occupation		10	5	
		PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises		5	3	
		PC4. Participate in organization health and safety knowledge sessions and drills		5	2	
		PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency		10	5	
		PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	<b>100</b>	10	5	<b>50</b>
		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 through 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 organisational procedures and warn other people who may be affected		10	5	

		PC11. Follow organisation'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	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>