

Model Curriculum

Assistant Cameraman

SECTOR: MEDIA AND ENTERTAINMENT
**SUB-SECTOR: Television, Print, Radio, Digital,
Out-of-home**
OCCUPATION: Assistant Cameraman
REF ID: MES/ Q 0903
NSQF LEVEL: 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

Media and Entertainment Skill Council

for

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'Assistant Cameraman'** QP Ref. No. **'MES/0903, NSQF Level 3'**

Date of Issuance: 27th January 2022

Valid up to: 25th January 2027

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

Authorized Signatory
Media and Entertainment Skill Council



TABLE OF CONTENTS

| | |
|---|-----------|
| 1. Curriculum | 01 |
| 2. Trainer Prerequisites | 06 |
| 3. Annexure: Assessment Criteria | 07 |

Assistant Cameraman

CURRICULUM / SYLLABUS

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

| | | | |
|---|---|----------------------------|-----------|
| Program Name | Assistant Cameraman | | |
| Qualification Pack Name & Reference ID. ID | MES/ Q 0903 | | |
| Version No. | 2.0 | Version Update Date | 27-Jan-22 |
| Pre-requisites to Training | Class X pass with one year relevant experience OR Class 8th with ITI with one year relevant experience Min Age: 16 Year | | |
| Training Outcomes | After completing this programme, participants will be able to: <ul style="list-style-type: none"> • Prepare and arrange all the camera equipment for use during shoots Monitor use of equipment during shoots • Understanding the focus requirements for different types of shots Lay out marks on the set/props/floor to define artist paths and refine camera • positions/focus lengths during rehearsals Marking out the focus lengths for each position • Dismantling and packing camera equipment after shoot 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 | | |

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Assistant Cameraman” Qualification Pack issued by “Media & Entertainment Skill Council”.

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|--|--|---|
| 1 | <p>Set up Camera Equipment prior to Shoot</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code MES /N 0905</p> | <ul style="list-style-type: none"> Coordinate with logistics players, where required in the context of the role, to have the equipment delivered to the vendor/own facilities (equipment can include cameras, batteries, lenses, filters, grips, track, special effects equipment, magazines, clapper boards, film stock/beta tapes/memory cards) Prepare equipment for shoot including unpacking, cleaning and assembling cameras and lenses, loading the film stock into magazines, charging batteries etc. Arrange for security and protection of the equipment during storage and logistics Report any damages to the camera and production teams Ensure cameras are mounted on grips and the locks are fastened securely | Laptop, white board, marker, projector, |
| 2 | <p>Prepare for Shoots</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 80:00</p> | <ul style="list-style-type: none"> Establish the focus requirements for each shot, based on the creative and technical requirements of production (DOP) Mark the focus lengths/angle based on the required composition i.e. positioning of elements within a frame, perspective i.e. point of view and aspect ratio i.e. relationship between width and height (Camera assistant) Prepare a focus path for a sequence depending on the movement, timing, start and | Laptop, white board, marker, projector, |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|--|---|--|
| | Corresponding NOS Code MES /N 0906 | finish points during shoots (Assistant Cameraman and assistant) <ul style="list-style-type: none"> Report potential issues to the producer and Director and relevant teams for rectification (DOP and Assistant Cameraman) | |
| 3 | Dismantle and Pack Equipment after Shoot Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code MES /N 0908 | <ul style="list-style-type: none"> Dismantle and pack the equipment properly Ensure that all the list of equipment to be dispatched matches the list of equipment received from the vendor and brought by the production team Coordinate with logistics players, where required, to have the equipment dispatched to the vendor/own facilities as required Identify and report any equipment that needs repair or replacement, as required Ensure that the location and facilities used during shoot are left in their original state | Laptop, white board, marker, projector, |
| 4 | Maintain Workplace, Health & Safety Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code MIN/N 0104 | <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 | Handbook, White board, marker, computer system, projector, PPTs |

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|---|--|--------------------|
| | | <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 organizational procedures and warn other people who may be affected Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority. | |
| | <p>Total Duration 400:00</p> <p>Theory Duration 160:00</p> <p>Practical Duration 240:00</p> <p>OJT Duration 80:00</p> | <p>Unique Equipment Required: Laptop, PowerPoint & white board, marker, projector, Laptop, Sample pictures and videos, Cleaning tools, electricity tester, safety and ergonomics chart, Fire Extinguisher, First-Aid Kit</p> | |

Grand Total Course Duration: **400 Hours, 0 Minutes** (This syllabus/ curriculum has been approved by Media and Entertainment Skill Council)



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

Trainer Prerequisites for Job role: “Assistant Cameraman” mapped to Qualification Pack: “MES/ Q 0903, v2.0”

| Sr. No. | Area | Details |
|---------|---|---|
| 1 | Description | Assistant Cameraman in the Media & Entertainment Industry is also known as the First Assistant / Second Assistant this job are responsible to mark focus lengths based on the required composition and focus and refocus the camera lenses during shoots. They are also responsible to set-up/dismantle camera equipment. |
| 2 | Personal Attributes | This job requires the individual to judge distances and mark focus lengths accurately. The individual must be creative and detail oriented. The individual must know and keep updated on the various camera equipment, shooting techniques and mediums. The individual must have excellent communication skills and must possess the ability to work collaboratively as a part of a team. |
| 3 | Minimum Educational Qualifications | Preferable XII |
| 4a | Domain Certification | Certified for Job Role: “ <u>Assistant Cameraman</u> ” mapped to QP: “ <u>MES/ Q 0903, v1.0</u> ”. Minimum accepted score is 70% |
| 4b | Platform Certification | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MES/Q 0903”. Minimum accepted % as per respective SSC guidelines is 60%. |
| 5 | Experience | Minimum 1 -3 years of experience as <u>Assistant Cameraman</u> . |

Annexure: Assessment Criteria

| | |
|-----------------------------|----------------------------------|
| Assessment Criteria | |
| Job Role | Assistant Cameraman |
| Qualification Pack | MES/ Q 0903, 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 60% 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 |

| | NOS | NOS NAME | Weightage |
|---|--------------|--|-----------|
| 1 | MES / N 0905 | Set up Camera Equipment prior to Shoot | 40% |
| 5 | MES/ N 0906 | Prepare for Shoots | 25% |
| 6 | MES/ N 0908 | Dismantle and Pack Equipment after Shoot | 25% |
| 7 | MES / N 0104 | Maintain workplace health and safety | 10% |
| | | | 100% |

| Job Role | <u>Assistant Cameraman</u> | | | | | |
|--------------------|--|---|------------|--------|------------------|------------------|
| NOS CODE | NOS NAME | Performance Criteria | | | Marks Allocation | |
| | | | Total Mark | Out Of | Theory | Skills Practical |
| MES/ N 0905 | Determine the Visual Style and Prepare Shoot Plan | PC1.Coordinate with logistics players, where required in the context of the role, to have the equipment delivered to the vendor/own facilities (equipment can include cameras, batteries, lenses, filters, grips, track, special effects equipment, magazines, clapper boards, film stock /beta tapes/memory cards) | 100 | 20 | 10 | 50 |
| | | PC2. Prepare equipment for shoot including unpacking, cleaning and assembling cameras and lenses, loading the film stock into magazines, charging batteries etc. | | 20 | 10 | |
| | | PC3. Arrange for security and protection of the equipment during storage and logistics | | 20 | 10 | |
| | | PC4. Report any damages to the camera and production teams | | 20 | 10 | |
| | | PC5. Ensure cameras are mounted on grips and the locks are fastened securely | | 20 | 10 | |

| | | | Total | 100 | 50 | 50 | | |
|------------------------|---|--|--------------|------------|-------------|-----------|----|----|
| MES/ N 0906 | Recruit Camera Team | PC1.Establish the focus requirements for each shot, based on the creative and technical requirements of production (DOP) | | | | | | |
| | | PC2. Mark the focus lengths/angle based on the required composition i.e. positioning of elements within a frame, perspective i.e. point of view and aspect ratio i.e. relationship between width and height (Camera assistant) | | | | | 30 | 15 |
| | | PC3.Prepare a focus path for a sequence depending on the movement, timing, start and finish points during shoots (Assistant Cameraman and assistant) | | | | | 20 | 10 |
| | | PC4.Report potential issues to the Producer and Director and relevant teams for rectification (DOP and Assistant Cameraman) | | | | | 20 | 10 |
| | | | Total | 100 | 1050 | 50 | | |
| MES/ N 0908 | Dismantle and Pack Equipment after Shoot | PC1. Dismantle and pack the equipment properly | 100 | 20 | 10 | 50 | | |
| | | PC2. Ensure that all the list of equipment to be dispatched matches the list of equipment received from the vendor and brought by the production team | | 10 | 5 | | | |

| | | | | | | |
|-------------------|---|---|--------------|------------|-----------|-----------|
| | | | | | | |
| | | PC3. Coordinate with logistics players, where required, to have the equipment dispatched to the vendor/own facilities as required | | 30 | 15 | |
| | | PC4. Identify and report any equipment that needs repair or replacement, as required | | 20 | 10 | |
| | | PC5. Ensure that the location and facilities used during shoot are left in their original state | | 20 | 10 | |
| | | | Total | 100 | 50 | 50 |
| MES N 0104 | Maintain workplace health and safety | PC1. Understand and comply with the organization's current health, safety and security policies and procedures | 100 | 10 | 5 | 50 |
| | | 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 | 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 |